

# Childminding

## Policies

### Booklet



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## Enrolment

At our initial meeting I will discuss my policies and procedures with you and my certificates will be available for you to look at. I will also show you around my home where you can see how and where your child will be spending their day and what facilities I have. Any questions that either of us has can be discussed at this stage.

I will then give you a copy of my policies and suggest you read them at home, considering everything and if you are happy, give me a call to arrange a second visit.

On the second visit I will need you to fill in a contract that states the hours I am to care for your child and the payment terms.

A registration form will need to be completed, this will include your child's details, any allergies and their doctor's details. Various permission slips will also need signing at this stage.

A deposit/retainer fee may be required if a place is to be kept open for your child before commencement starts.





## Admissions

Settling into a new environment can be a difficult time for any child and their parent/carer so I suggest prior to your child starting you visit a couple of times for an hour or so (no charge will be required for this). This is so your child can get used to their new care environment.

If your child is unhappy during this time please don't worry as it may take a while for your child to settle especially if they are not accustomed to spending time apart from you, after a couple of visits they should be ok.

The first 4 weeks will be classed as a settling in period and if after this time your child fails to settle then we can review the situation and discuss the options.

Arrival at a new place of care, be it the first time your child has been left or not it is normal for young children to cry or be very upset especially if they are unsure of their new surroundings, who I am and where their parent/guardian is going.

I do allow all young children/toddlers a free trial morning/afternoon with me to ensure they are happy to join my family and I on their own.

On arrival especially for the first few weeks please try the following when leaving your child - kiss, cuddle and say your goodbyes making your departure as quick and as painless as possible for you both. Children do often cry or get very upset when their parents/carers leave them, try to remember that this is a natural occurrence and the crying will usually stop within a few minutes of the parents leaving. If your child gets extremely upset give them a kiss, cuddle and let them know you will be back later. I know it is difficult but the more you prolong your stay the harder it is on the child. It is not beneficial to hold them for a long period or pick them back up after already putting them down, as this is only an additional separation step for them.

I have fill in a daily diary for the pre-school children. This is a two way thing which you can write in if you need to tell me anything.

Please feel free to call me at any time during the day if your child has been upset when you leave or you are anxious I will be happy to put your mind at rest.

## **Departures/Collection of your child and failure to collect**

My normal procedure is to release the child only to his/her parents/carers or the emergency contacts.

If someone other than the parents/carers is to pick up the child, please notify me ahead of time. A verbal notice is fine on the day, if this person is on the list of emergency contacts. If the person is not on that list, I must have a password or photo of them, to release your child.

Please inform emergency contacts, or people designated to pick up your child, that if I do not know them I would need to ask for identification, such as a password. I do not mean to offend them. This is simply a measure taken for the child's protection.

When collecting your child please be on time, if you are going to be late for any reason i.e. traffic, car, work etc please inform me of this by telephone at your earliest convenience as I may have arrangements to go out or have other children arriving. Please remember I am only registered to care for a certain amount of children for any period of time and I am unable to go above my numbers for registration and safety reasons.

However, if you fail to turn up to collect your child at the collection time or within 15 minutes of collection time I will call you to see where you are. I do understand you may have left work late or you may have got stuck in traffic etc and allowances will be made for this and charges may be applied.

If I am unable to contact you on your given contact numbers I will wait 30 minutes after collection time, giving you ample time to make contact with me. I will understand if circumstances are out of your control and you are unable to contact me due to the nature of you not arriving for your child for example an accident (in extreme cases only).

If you have made no contact within this time period I will refer to the emergency contact list you filled out at the beginning of our contract. I will contact the emergency people listed in order to arrange for them to collect your child, if however I am unable to contact any of the emergency people listed I will contact the appropriate authorities 1 hour after collection was due to take place. I would also have to notify Ofsted within 14days.

Please note that repeated lateness is unacceptable and it will incur late charges after the collection time subject to reasoning. Please remember that as I am only allowed to care for a certain number of children if you are early to drop of your child you will need to remain with the child until the session start time, also if you are late to pick up your child I will not be able to look after another child during that time.



## **Absences**

If you bring your child late or they are absent on a contracted day payment will still be required for the whole session no concession will be given. I cannot fill the place on such short notice.

Please make sure you ring me at least 30 minutes before your child is due to arrive as I may have outings or activities planned for the day and I will therefore need to possibly make alternative arrangements.

I am closed on bank holidays and weekends and I only work term time. If I need to take extra days I will give a minimum of 4 weeks notice will so you can arrange substitute care. I will provide a number of a childminder that may be able to care for your child should I be too ill to offer care. However, I would recommend that you have an emergency care contact lined up just in case my emergency contact is unavailable to provide care. If I am ill I will notify you as soon as possible. Payment for my illness is not required.

## **Illness, Infection and Medication**

Please do not bring your child to my home if they are showing any signs of illness. Sick children expose other children, as well as my family and myself, to the spread of their illness and require additional care and attention that I am unable to give. More importantly when a child is ill they require the comforts of their own home and the love and attention of a parent/guardian. Please phone me and let me know if your child will not be attending that day.

If a child is ill while in my care I will phone the parent/guardian to arrange collection of the child. If they are unobtainable I will contact the emergency contacts.

I need to be informed of any illness the child has had while at home in order to keep an eye on them while they are in my care.

I must have written permission to be able to administer medication to your child on a regular basis or in an emergency. I will not administer any medication that your child has not previously taken or any non-prescribed medication, this is in case of allergic reactions. All medicine will need to be signed in and medicine logs will need to be signed upon collection.

Medicine needs to be in its original packaging with the child's name clearly shown. If your child requires medication on a regular basis e.g. inhaler, then please make sure that it is with your child at all times, your child will probably be able to administer the inhaler themselves but I will still need a consent form signing. A medication record will be signed by myself each day and will need a quick signature from a parent/carer at collection time.



## **Accidents and Emergencies**

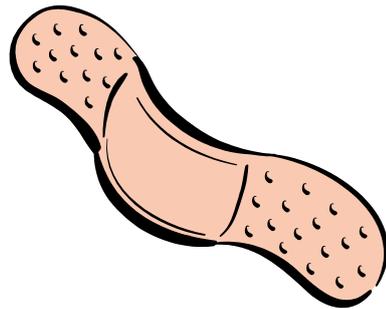
I am a qualified first aider, my certificate can be found in my portfolio.

My first aid kit is restocked after every use and includes a full inventory.

Minor bumps and scratches are inevitable and I will make every effort to keep your child safe through supervision and childproofing my home. All accidents will be recorded in my accident book and will require a parent/carer signature.

In the event of a child emergency the emergency services will be contacted first. The parent/carer will then be contacted, if unobtainable the emergency contacts will be called.

In the event of any serious/accident or death of any child I will notify Ofsted and the Child protection agencies no later than 14 days of the incident occurring.



## **Transition Policy**

When your child leaves my setting to either start a new school, nursery, pre-school or childminder. I will provide them with a Transition Report, which includes various information about your child's likes, dislikes, achievements and opportunities, to assist the new setting with helping your child settle as quickly and effectively as possible.



## **No smoking policy**

It is my policy to ensure that all children are in a smoke-free environment whilst in my care. In accordance with the National Standards produced by the Department for Education and Skills I have a no smoking policy in my home.

**No one** is permitted to smoke in my home.

I will not take the children into smoky environments and will avoid places that permit smoking wherever possible.

## **Medication/other substances policy**

As an Ofsted registered Childminder I work alone and will have sole responsibility for your child whilst they are in my care. It is vital that I am alert to any dangers and able to protect him/her. In order to do this effectively I must not be under the influence of alcohol or any form of drugs (including some prescription medication) If I am prescribed medication, other than routine antibiotics I must inform Ofsted who will make a decision as to whether I can continue to mind whilst taking them. I will not drink any alcohol during minded hours or immediately before. If I drink at all, and I rarely do, it will be at the weekend leaving 24 hours before the start of my new working day.

If you have been drinking, perhaps a work leaving do, Christmas party or whilst entertaining clients I would prefer if you arranged for another responsible adult to collect your child, especially if you plan to drive home. Alternatively you may call me and I can delay the pick-up time if possible.

### **Children**

Drugs and alcohol are now more readily available to younger children. If I have any concerns that your child may be drinking alcohol, taking drugs or smoking I will discuss the matter with you immediately.

I will then work with you to support your child, however I reserve the right to terminate our contract with immediate effect if I am concerned that your child's behaviour due to drugs/alcohol may be putting the other minded children at risk.

## Visitor's Policy

As an Ofsted 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

### Procedure

Any regular visitors to my setting will have a Criminal Record Bureau Check

I will not leave a minded child in a room alone with a visitor, unless I know they have been CRB 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 visitors book which is available for you to look at

I will ask visitors to store their mobile phone in the safe place away from the children

If you have any concerns regarding this matter please do not hesitate to contact me.



## Safety

Children in my care will be supervised within my sight and hearing respecting older children's need for privacy, the activity being undertaken, their age and ability.

I believe that the safety of children is of paramount importance and I make sure that my home is a safe and healthy place for your child to come to, if I take the children out I will ensure that they are safe at all times.

Risk assessments will be regularly carried out on my home and the equipment used, both indoor and outside.

All the plug sockets in my home are covered with safety covers

A first aid box is available and restocked after every use

Smoke alarms are fitted on both floors, which are checked regularly

A fire blanket is situated in the kitchen and checked once a year

Fire drills are practised once a month

All wires and leads are kept out of reach

Safety gates are fitted to the stairs

The front door is kept locked at all times

The outside gate is padlocked when children play in the garden

All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded

An accident book is kept on the premises

Sleeping children are checked on regularly

A daily cleaning routine is in place, which will involve older children or be completed once children have gone home

Outside play is constantly supervised

All windows in the house are secured so that children cannot climb through them

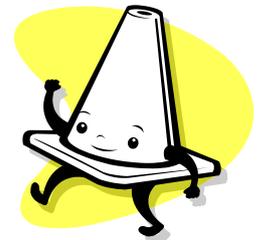
Appropriate equipment will be used when going out, such as pushchairs, reigins, car seats and booster seats to ensure safety

I will carry my mobile phone at all times to enable parents to make contact and for me to be able to contact emergency services if the need arises

I will not go above my registered number of children

I have Public Liability Insurance, business car and home insurance.

These documents can be seen in my portfolio.



In an emergency I will leave your child with my assistant, or another registered childminder. If either of these are not available I will leave your child with a responsible adult and inform you as soon as possible.

## **Safeguarding**

As a registered childminder I have a duty to be aware that abuse in all forms takes place in our society. I am committed to creating an environment in which children are safe from abuse. Myself and others who have access to children in my care have been thoroughly checked and they have provided proof of identity and had an enhanced CRB.

I have received extensive training in the area of safeguarding including multicultural aspects of this subject. I update this training every 3 years. The child's protection will be adhered to at all times while in my care. I am fully aware of the child exploitation that has taken place in Rotherham and how it could affect many children in our local area.

I am aware of behavioural and physical signs of abuse and should I have any fears regarding a child's welfare then I will discuss this with the parents/carers. Any suspicions of abuse will be monitored and as required by law, will be disclosed to social care and OFSTED. I will also contact MASH (Multi Agency Safeguarding Hub) – 01709 823987 or Out of office – 01709 336080 and follow it up with a letter within 24 hours.

If your child arrives with an existing injury then I am required to make a record of the injury by filling in an existing injury form and asking you to sign it. If your child has an accident whilst they are in my care I will also record this in my accident book and a copy will be given to you, which will require your signature. If the accident is serious I will immediately contact you and make arrangements to meet at the local hospital.

If any allegations of abuse are made about myself or other people who have access to a child whilst in my care then I will inform the parent/carer of the child, OFSTED, social services and possibly the police of such allegations. I will ask the parent/carer to remove the child from my care until the situation is resolved.

Any form of abuse that arises between the children in my care such as bullying will be dealt with immediately. If it continues I will discuss this issue with the parents/carers of the child in order to resolve the situation.

I will ensure that confidentiality is maintained at all times.

I will work in accordance with the local safeguarding children framework and always work together with all agencies to safeguard children.





## **Prevent Duty Law and Fundamental British Values**

From 1 July 2015 the Prevent duty became law. This is a duty on all schools and registered early years providers to have due regard to preventing people being drawn into terrorism and identify who may be vulnerable. In order to protect children in my care, I must be alert to any reason for concern in the child's life at home or elsewhere. This includes awareness of the expression of extremist views. <https://www.gov.uk/government/publications/prevent-duty-guidance>. A copy can be found in my setting.

I teach good British values to the children as we learn to respect ourselves, our environment and the people around us. I use the following statements to provide a safe, secure and respectful environment for the children to learn, explore and grow.

### **Democracy:**

Making decisions together and listening to children's and parent's voices. Children are given opportunities to make decisions about choice of activities and resources they play with and given opportunities to develop enquiring minds in an atmosphere where questions are valued.

### **Rule of law:**

Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

### **Individual liberty:**

Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

### **Mutual respect**

Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

### **Tolerance of those of Different Faiths and Beliefs:**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other c

ultures and we encourage parents and carers to participate and support.

## **Critical Incident Procedure including Lock down**

In the event of an emergency which includes Fire, Illness, Child Emergency, Flood, Burglary, Abduction or threatened abduction, Bomb or terrorist threat. the following procedures will apply;

### **Fire**

The fire procedure will be followed

### **Illness**

The name and phone number of an alternative registered childminder is available for times when I or a member of my family is ill and temporary alternative care is required.

### **Child Emergency**

Arrangements are in place for a responsible adult to assume care of the children in the event of an emergency, for instance, if a child has to be taken to hospital. Parents will be contacted as soon as is possible to inform them of this situation and to allow collection if required.

### **Flood**

In the event of flooding caused by adverse weather or domestic flooding I will make a decision on the severity and location of the flooding and if its necessary to follow the emergency evacuation. In this instance children will be kept safe and parents notified.

### **Burglary**

As it is my private property I would know about the burglary before opening time or if it happened in the working day I again would assess the damage and see if the property is same for the children. If it is deemed unsafe parents would be contacted immediately and alternative arrangements made.

### **Abduction/Threatened Abduction**

I have safety procedures in place to ensure children are safe within my care. I am vigilant at all times and the drive gates are locked at all times. If an incident should happen the police would be called immediately and all parents notified.

### **Bomb/terrorism attack**

If a bomb threat is received at the setting, the person taking the call will record all details given and contact the police immediately. Advice given by the authorities will be followed.

All incidents that require evacuation we will follow the fire plan.

The setting will notify Ofsted in the event of a critical incident.

## **Lock down Procedure**

We will use the lock down procedure when the safety of the children is at risk and we will be better placed inside the building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to children in the setting)
- An intruder (with potential to pose a risk to children in the setting)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the setting – as long as it is safer staying in the premises than leaving.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The setting will ensure all children, and visitors are accounted for. The setting will manage the situation dependant on the situation and the information available. If the setting is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been called through by the police or local area authority, the setting will await further instructions.

Once the all clear has been given externally, the setting will issue the all clear internally. After this time the practice will return to normal to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child was fully and the procedure went as planned.

## **Fire Safety/ Emergency Evacuation**

In the event of a fire we will stop what we are doing and leave the house by the nearest available exit.

We will leave by the front door, patio door or kitchen door depending on where we are and make our way to the fire assembly point (the service access at the front of the house)

Once we are all assembled outside I will call the fire brigade from a neighbour's house or my mobile (only if my phone is in my pocket as I will not stay and look for it, household safety is more important than my phone or belongings).

Under no circumstances will we re-enter the house until it has been made safe and I have been given the all clear from the fire brigade.

Immediately on evacuating the premises I will call the emergency services from a neighbour's house or from my mobile and will perform a head count to ensure every child is safe.

I will wait at a safe distance from the house.

I will contact the parents/carers as soon as possible.

I will practice this once a month.



## **Fire Prevention**

To prevent a situation arising from a fire I have smoke alarms fitted on both floors of my home, which are tested regularly by my husband (a log is kept).

I do not have a fireguard as the fire is not in use during working hours.

I have a fire blanket situated in the kitchen.

Nobody smokes in the house.

We have three fire exits, which are the front door, patio door and kitchen door.

## **Scald Prevention**

I will always keep hot foods and hot drinks away from the edge of tables or work surfaces.

If I am holding anything that is hot I will keep it away from your child and I will not hold your child at the same time.

When I am cooking in the kitchen the children will either be involved in the activity or younger children will be put in the highchair, bouncy chair or any other equipment I have to allow them to be in my sight and safe while I am cooking.

Pan handles will be turned towards the back of the stove to prevent them from being pulled over.

No cords to electrical appliances will be left dangling.

Whilst your child is in my care their safety will never be put at risk. I will also use these times to discuss safety issues with older children.

## **Health**

All toys and equipment are washed and disinfected once a week. Changing mats and eating surfaces are cleaned after every use.

I have a Basic Food Hygiene certificate, which can be found in my portfolio.

Children will be taught to wash their hands after using the toilet, messy play and before eating. I will set a good example.

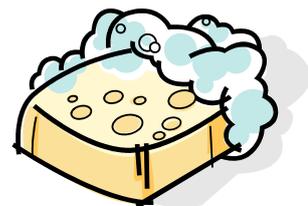
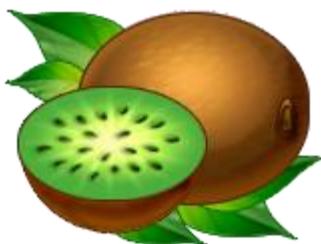
There is a no smoking policy in place in the house.

Soiled or dirty clothes as a result of activities will be soaked. They can be washed if I have consent and spare time to wash them.

Children will receive fresh air everyday, weather permitting.

I will make every effort to protect children's clothes from marks and stains such as art materials. Aprons will be worn during messy activities.

If your child does happen to get particularly messy from an activity or soiled nappy I will need permission to be able to bath or wash them. I will only fully bath a child in extreme circumstances as topping and tailing or part washing will normally suffice.



## **Food and Nutrition**

I provide 3 balanced meals per day, breakfast, lunch and dinner, along with healthy snacks. These meals will provide a healthy balanced diet including a variety of colours, textures and tastes. Vegetables and fruit are bought directly from a local greengrocer and will be used as part of the child's 5 portions a day. Snacks will consist of fruit, vegetables, rusks or homemade biscuits/buns.

Menus will be different each week in order to enable variety of meals. The current weeks menu will be displayed on the notice board for your attention. The menu is multicultural and will encourage the child to explore a wide variety of foods.

Fresh juice or whole milk will be provided with meals, and water will be available all day.

I will be a role model for the children regarding healthy eating and eating at the table with good manners.

Dependant upon the age of the child, they will be encouraged to play an active role in the preparation of meals whenever possible.

All cooking activities such as buns or biscuits will use basic ingredients and will not be made from a packet.

Any special food requirements can be catered for and need to be detailed on the child's form.





## **Clothing and Equipment**

All children will need a spare set of clothes, which can be stored at my house. Babies and children who are toilet training may need a few sets of clothes and plenty of changes of underwear.

I do have spare clothes, which can be used if necessary, however I do not keep spare underwear for hygiene reasons.

Suitable footwear will be needed for indoor and outdoor play. Slippers can be stored at my house and wellies will be required on wet days as we will still be venturing outside.

Suitable coats will be required during colder months along with hats, scarves and gloves. This will allow the children to be warm when they play outside.

Children in nappies or pull-ups will need to bring these with them along with wipes and any creams needed, i.e. sudocream. I will supply the nappy bags and will let the parent/guardian know when supplies are running low, these may also be stored at my house.

Medicinal creams such as Sudocream will need to be named and signed in on the medicine form.

All changing mats, nappies and toilet facilities will be kept to a high cleanliness standard to reduce the risk of illness and spread of infection.

## **Behaviour Management**

Both positive and negative behaviour will be dealt with appropriately.

Clear and consistent boundaries are in place to avoid confusion. Reasoning and explanations will be offered for negative behaviour to allow the child to understand why their behaviour is not appropriate. Consistent negative behaviour will be dealt with by removing the child from the activity and giving them a time out. I will ask for an apology while at the same time continuing the explanation of what they have done wrong. Ongoing disruptive behaviour will be discussed with the parents/guardians.

Positive reinforcements such as rewards, stickers and praise will be received for positive behaviour to ensure this is recognised, diminishing the need for attention seeking and to build up the child's self-esteem.

My family and I will set a good example at all times.

House rules are in place to provide the children with clear boundaries so that they know which behaviour is acceptable and which is not.

Although my house is child safe and I expect wear and tear on my belongings it must also be acknowledge that my family and I live here once the children have gone home and so I teach children to respect their surroundings.



## **Equality**

All children and parents/carers will be treated equally and fairly regardless of race, ability, religion, sexuality, culture or class.

All children will be encouraged to accept others and will learn about the diversity of the world they live in, through their surroundings, activities and play equipment.

Weekly and monthly planned activities will reflect appropriate traditions, festivals and events occurring at that time of year.

All children are individuals and will be treated as such with equal concern, in accordance with the Children Act 1989.

All children have different learning styles and needs, although they will be treated fairly and equally I will endeavour to ensure their individual needs are met, emotionally, physically and mentally.



## **Multicultural Care**

I am aware that the community is built up of families from many different cultures. Activities, experiences and opportunities will reflect this knowledge and promote positive relationships between cultures.

Included in my portfolio is a list of multicultural festivals and events that will be included in the activities for that time period.

## **Special Educational Needs and Disabilities**

I have completed a full SEN course which covered all aspects of children with special needs and I am familiar with various types of special needs and the process to follow.

Although I have limited training in this particular area I would never deny a place to a child with special needs. I do feel confident that I could offer care for your child.

There are a few questions I would need to ask first, for example, does your child need one to one care, do I need any specific training or equipment to care for your child, would caring for your child require lots of lifting and would your child need to be regularly taken to hospital whilst in my care. I would also need to assess my situation and commitments to ensure that I could provide the child with the best possible care.

I would be happy to undertake training if we both believed it to be necessary.

I would offer an extended settling in period so all parties could assess the situation fully.



## Education

I have received extensive training regarding the 'Birth to Three Matters' and the 'Foundation Stage Curriculum'. I am also up to date with the Early Years Foundation Stage Framework which was updated in September 2012.

All activities will reflect children's developmental stages, helping them to learn and develop in preparation for school, and to reach the early learning goals. For older children help and assistance will be given with homework and I have a range of reference books and access to the internet for their research.

I believe children learn through play, therefore during activities I will encourage children to take an active role and hopefully enjoy themselves!

I have a copy of the 'Birth to Three Matters', 'Curriculum Guidance for the Foundation Stage' and the 'EYFS' available for parents/carers to look at upon request.

## Observations

I will regularly carry out observations on the children in order to assess their development. This will allow the parents/carers to receive the best quality of information regarding their children's progress. It will also allow me the insight needed to provide activities that are best suited to each child.

Observations will be based on the framework suitable for the child's age/development level and will incorporate evidence of my comments in the form of photos, artwork and so on. A two year assessment and a transition assessment will also be carried out.

Parents/carers will have access to their child's EYFS Folder, which includes: child record, observation sheets, planning. Parents/carers will be asked to provide feedback in order for us to work together to support the child's learning and development.



## **Working in Partnership with Parents**

As a Registered Childminder I aim to work in partnership with parents as I feel this will have a positive impact on your child's development and learning, I hope to form good relationships with parents/carers so that information regarding the children can be exchanged easily.

Communication is the key to providing each individual child with the nurturing and support they need. Parents/carers are welcome to phone during my opening hours and any problems or questions can be discussed.

Please remember my first responsibility is to the children in my care, therefore if I am busy an appointment can be made for discussions. Phone calls will be answered if possible, if not answered an answer phone is in place and calls will be returned as soon as possible.

I acknowledge the fact that the parent/carer is the child's main carer and I respect the fact that every family is unique in their own policies, traditions and customs and these will be respected and adhered too.

Parents/carers will receive a daily diary detailing their child's activities, behaviour, meals and other information for that day. This allows parents/carers to keep informed of their child's care. This allows information to be given and received easily.

Annually I will give you a 'Journal' of a summary of the year which will also include a disc of photographs.

Parents/carers are welcome to stay with their child when dropping them off or picking them up, please remember however it can be upsetting for the child if saying goodbye is prolonged for too long.



## **Privacy and Confidentiality**

Individual children will not be discussed with anyone apart from the parents/carers.

As a registered childminder I can guarantee that any information about parents/carers and their child will be kept strictly confidential and will not be passed on to anyone without your permission.

Under the National Standards of Child Care, information and records are a necessary part of childminding and I will ensure that all children's information is kept locked away at all times and only brought out when necessary. Parents/carers will have access to any information regarding their child but not regarding any other child in my care.

If I suspect that any child/ren in my care are being abused then my child protection policy will overwrite the above and all the necessary information will be passed to the authorities immediately.



## **Concerns and Complaints**

It is of paramount importance to me that my childminding services run smoothly, efficiently and that parents/carers and myself work together for the child's best interests.

If you feel you have cause for complaint then please come and talk to me, I am always available to discuss any issues and I gladly welcome comments that you have regarding my services whether positive or negative, as I know they will be given to me with your child's best interests at heart.

All positive and negative comments will be recorded in my comments folder. I will give you a copy, detailing what you have commented on and how I will correct the problem for complaints only. With compliments they will simply go on file.

Hopefully we can resolve any issues quickly and achieve a satisfactory outcome. If not, I would advise you to contact OFSTED Piccadilly Gate, Store Street, Manchester M1 2WD. Telephone No. 03001231231 who are responsible for the registration of childminders and ensuring that they adhere to the laid down regulations, along with the welfare of children. I would notify Ofsted within 28 days of any complaint being received and also the outcome of the investigation.

I am aware that you are the main educator of your child and I will follow your wishes for your child's care at all times while they are in my care.

## Digital World Policy



### **Camera**

I take photographs of your child (when permission has been granted) using the camera and these are uploaded to the computer and stored until I have enough to put on a CD with your photos on. I then keep the images for a few weeks to ensure your CD has worked and then delete them. I am registered with the ICO data protection agency and ensure I adhere to their strict code. If you wish I can upload the images to an online storage facility such as dropbox for you to collect. When printed out the photographs will be used in your child's daily diary, learning journey and displayed in the playroom. These may include other children and be included in their documents too.

### **Mobile telephone**

I use my mobile telephone to take photographs of the children in my care to capture experience and development to share with parents and carers. The images are then deleted when they are uploaded to the computer. The images are sent via Bluetooth to the pogo printer for your child's daily diary. I keep my mobile telephone with me all the time for emergency calls. I only telephone other people when necessary and do not access the internet on it.

### **Computer use**

I may use the computer throughout the day to print off resources to enhance the children's play. However, this is kept to a minimum as I try to prepare in advance. In my private time I am a member of social network sites (with maximum privacy) however, I do not use them during work time. I do not put anything online regarding the children in my care, comments or pictures.

### **Computer use for Children**

The internet is an incredible resource for children to access, but it can also be a very dangerous place for them. The older children have a computer rota and the younger children can use the computer supervised for short periods.

I have the following in place to ensure their safety

- I have a filter on my computer that blocks out most inappropriate material
- The children can only use the internet through a "magic desktop" which only allows programmed sites I have put in and asks for a password if they try to visit other sites.
- The computer is only available in the dining area where it is fully visible
- I discuss with the children about the importance of keeping safe on line, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell me if they are worried about anything and to never arrange to meet anyone they have spoken to online.

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



## **Before & After School Care & Holiday Care**

My childcare services also include care for children before and after school.

I currently do a school run to Lynx Playgroup, Maltby Hall Primary School.

### **Before School**



I leave for the school run at 8.30am therefore your child needs to be at my house before this time. Breakfast is provided from 7.30am on request .

### **After School**

I collect from the above schools. With permission the older children can walk to my house by themselves. They can complete homework if they wish of which I will assist them with.

I also have older activities available for them to participate in.

## **Missing Child Policy**

This is a policy that I am required to have; every safety measure is in place to ensure that this does not happen. While in my home all doors and outside gates will be secured to prevent a child from leaving without me noticing. While outside my home environment all young children will be secured safely in either a pushchair or with reigns. Older children will be instructed to walk with me, and all children whether indoors or outdoors will be constantly supervised.

However in the unlikely event that a child is lost while in my care I will take the following actions in order to find them as quickly as possible;

1. Brief search of the area
2. Contact emergency services
3. Contact the parent/guardian
4. Continue with the search



I will not at anytime leave the other children in my care unattended.

Advance permission will be sought for organised trips, and dependant upon the nature of the trip I will endeavour to take an assistant. During daily trips to local areas such as the park I will supervise the children at all times. Young children will be allowed their freedom within enclosed play areas.

## EYFS Care Play and Learn

I shall be concentrating on the 7 c's – Confidence, Communication, Co-ordination, Concentration, Competence, Co-operation and Creativity.

- Teaching should not be taken to imply a 'top down' or formal way of working. It is a broad term that covers the many different ways in which adults help young children learn. It includes their interactions with children during planned and child-initiated play and activities: communicating and modelling language, showing, explaining, demonstrating, exploring ideas, encouraging, questioning, recalling, providing a narrative for what they are doing, facilitating and setting challenges. It takes account of the equipment adults provide and the attention given to the physical environment, as well as the structure and routines of the day that establish expectations. Integral to teaching is how practitioners assess what children know, understand and can do, as well as taking account of their interests and dispositions to learn (characteristics of effective learning), and how practitioners use this information to plan children's next steps in learning and monitor their progress.
- I will be offering a full range of learning through play and other activities.
- I have also an extensive list of the toys, resources and equipment that I have.
- I will encourage and nurture children and will always be listening to them.
- I will need to find out when taking on children their background.
- Promote and get children to try new activities in society.
- All children will have the same access to the range of toys, facilities and activities available.
- All children will be treated equally.
- With offering a wide range of activities I will always be encouraging them to try.
- I shall be using the local lending library.
- I will encourage children to try new things and activities.
- Find out if there are any special requirements for children: diet, special skin or hair care, comforters, routines, health, medical conditions, favourite toys, likes and dislikes.
- Support and stimulate children's social, physical, intellectual, communication and emotional development (SPICE).
- Keep written records of small children and babies progress and share them with parents via Orbit Software System.
- I will build learning into everyday activities.
- I will assess children's development through observation and interaction with the child.
- I will plan activities and experiences to suit each child's stage of development,
- Ensure that activities and experiences provided enable children to make expected progress according to foundation stage guidance.

- I will plan and provide activities to help children's development aiming to cover all areas of the Early Years Foundation Stage learning requirements
- I will listen to what children say.
- Children will learn what is right and wrong.
- I will encourage children to use their imagination through dressing up, roleplay etc.
- I will set fair and consistent boundaries.
- We will do activities such as reading and singing songs.
- I will work with you to teach the children about safety issues such as crossing the road.
- I will encourage children to ask questions.

I will regularly observe your child and make a written record; this will enable me to make very 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 any time via Orbit.

If there is a particular activity that you would like me to do with your child, please let me know. I am very happy to support activities that you're doing at home or events that have happened. For example if you have been to a wedding I can continue this theme by providing the children with material to use as wedding clothes, baking a 'wedding cake', mock up a ceremony and help them understand through books and other resources.

### **Observations and Tracker Progress**

Guidance to the Early Years Foundation Stage Curriculum states: 'Practitioners must be able to observe and respond appropriately to children. This principle requires practitioners to observe children and respond appropriately to help them make progress. This is demonstrated when practitioners;

1. Make systematic observations and assessment of each child's achievements, interests and learning styles,
2. Use these observations and assessments to identify learning priorities and plan relevant and motivating learning experiences for each child
3. Match their observations to the expectations of the early learning goals'

Depending on the age of your child I will be using The Early Years Foundation Stage Curriculum to support my work.

I will make regular observations on your child, using an online software system (Orbit), this will show photographs & observations. All observations are only made for personal use and will remain confidential. You will be able to access and input into your child online development database at any time.

I request each parent to sign a form giving me permission to carry out and record observations on their child.

Observations will be recorded in the following ways:

I will be completing a Learning Journey for any children aged from birth to five years', this shows the EYFS stages of development, this will then go with the parent so that they can take this to their child's' first school teacher. I would appreciate parents' comments in the ROA as Ofsted like to see confirmation that parents get to see these achievements. The database that I currently use is called Orbit, and it is an online application. When your child commences at my setting I will input their details onto the database, and this generates an email invitation asking you to complete your child's first name and Date of Birth. Upon completing this information there will be a tick box for you to share information with your child care provider, once this has been done, your child's observations and photo's are available for you to see 24/7, in turn there is a section on the database for you to upload photo's on a postcard, or make a postcard – e.g. XXX fed himself today, or xxx took first steps., we can in turn use these for observations on your child.

### **Two Year Check**

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when the child is aged between 24-36 months.

The aims of the progress check are to:

- review a child's development in the three prime areas of the EYFS;
- ensure that parents have a clear picture of their child's development;
- enable practitioners to understand the child's needs and plan activities to meet them in the setting;
- enable parents to understand the child's needs and, with support from practitioners, enhance development at home;
- note areas where a child is progressing well and identify any areas where progress is less than expected; and
- Describe actions the provider intends to take to address any developmental concerns (including working with other professionals where appropriate).

All parents will be sent a copy of their child's report once completed, I will be compiling my two year check in line with that of with their Health Visitor, it can take place anytime for your child's 2<sup>nd</sup> birthday up until the day before their 3<sup>rd</sup> birthday.

This information is a legal requirement and WILL be shared with other professionals for example nursery, pre-school, school, doctor, health visitor, SENCO or other professionals as required.

## **Assistants**

I am at all times the key person.

When employing an assistant I will make sure they are aware of my policies and procedures and ensure they comply with them while assisting with the care of your child. Under the conditions of my registration any assistant I employ is allowed to be left in sole charge of the children if this is agreed and confirmed in writing by the parent/carer.

I currently have my Son's, Thomas and Luke Davis listed as my assistants. They are available to help with the care of your child, school runs and organised trips. They both have a full CRB/DBS, and have completed paediatric first aid training and safeguarding courses proof of which is available to see upon request.