

JUNIOR AND TINY TOTS

POLICIES AND PROCEDURE'S 2017

LATE PAYMENTS

I work as a registered childminder as I love caring for 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/weekly invoice.

If I have not received payment within seven days of the due date, I will issue you with a polite reminder. If I have still not received payment by the 10th day following the original invoice I reserve the right to make an additional charge 'Late payment Fee' as per our contract to cover any bank charges I may have incurred. 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 the National Childminding Association's Solicitors, 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. It may be that you are now entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits.

ACCIDENTS

The safety of your child is paramount and every measure will be taken to ensure they are protected from hurting themselves. However, accidents do happen and the following information details how the incident will be dealt with:

Your child will be comforted and reassured.

The extent of your child's injuries will be ascertained and if necessary medical assistance will be called for.

Necessary first aid procedures will be carried out on your child.

I will contact you to inform you of the accident and if necessary ask you to collect your child from the setting or to meet me at the hospital.

All other children within my care who were not involved in the accident / incident will be kept safe at all times, if necessary I will instigate my emergency procedures for children who are not injured, ie: using emergency backup / other childminders to care for these children.

After every accident, however minor I will:

Complete a report on the Baby's Days system, this will include full details of the accident / incident. You will be able to view the accident / incident details by connecting to the system from any location, you will also be able to view the report when you arrive at the setting, in addition you will be able to sign the report online on the Baby's Days system.

If the incident requires any medical treatment I will:

Inform Ofsted (under Standard 3.51 of the EYFS, Inform Ofsted about any significant events)

Inform my Insurance Company.

Contact the PACEY / local authority for additional advice/support.

Contact the local Social Care and RIDDOR if required

It is important that you keep me informed regarding your child's condition following an accident and if you have sought additional medical advice or care.

ILLNESS AND MEDICATION

I am happy to give your child non-prescribed medication, such as cough mixture, Calpol, teething gel etc, but only if you have signed a parental permission form for me to do so, or verbal permission when needed and signed for when the child is collected. Only one dose may be given per session.

This permission form will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form.

It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given.

I will ensure that all medication given to me will be stored correctly and I will check that it is still within its expiry date,

If your child has acute allergies and carries/needs an epipen or your child takes regular medication please discuss the matter with me. I may need additional training to administer these forms of medication before I can look after your child. Please provide us with a copy of any relevant allergy action plan.

If your child needs to take medication prescribed by a doctor, please discuss this with me. I will need you to sign an additional permission form before I can administer this medication to your child.

In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others, I will follow the guidance set out by the HPA - Health Protection Agency where they detail the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery.

All medicine given to me to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor / Pharmacy / Dentist or Health Professional.

I will record the course of medication along with the date and time each dose was administered to your child onto the Baby's Days system and request a parental digital signature at the end of the course of medication.

I appreciate that as a working parent you need to be able to go to work, however if your child is unwell then they will be better cared for in their own home with their parents. I am happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature. I have to go out each day to do school and pre-school runs and need to consider the welfare of all the children in my care.

As set by the The Public Health Agency, if your child has had diarrhoea or sickness in the last 48 hours please do not bring them in, but call and let me know.

If your child becomes ill whilst in my care, I will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. I will contact you immediately and continue to care for your child until you arrive.

I am happy to administer medication, please see my Medicine Policy.

I am happy to work when I have minor ailments such as colds etc. However I will not work if I have sickness or diarrhoea or any other highly contagious infection. Continuing to work would only result in a further spreading of the infection and I would be unable to provide your child with the care they deserve.

If I am unable to work on a contracted day, I will make contact with you the night before or on the morning as early as possible to advise you that I will be unable to care for your child, if you require emergency childcare please discuss this with me and I can provide you the details of my emergency cover or make childcare arrangements for you.

I will also contact you if one of my own children is not well, inform you of the illness/symptoms and if I am able to work. This then allows you to make an informed decision as to whether to bring your child or not, if you require emergency childcare please discuss this with me and I can provide you the details of my emergency cover or make childcare arrangements for you.

BEHAVIOUR

Promoting positive behaviour is very important and I do this by:

- Giving lots of praise for good behaviour.
- Giving the children individual attention so they feel valued.
- Setting a good example, being a good role model.
- Listening to what the children have to say.
- Rewarding good behaviour (choosing next activity etc).
- Using a good behaviour chart.
- Giving children certificates for good behaviour, sharing etc.

I help the children understand my house rules, which are realistic and I am consistent in the enforcing of them. I do not give out confusing signals, Saying No means No!

I am aware of the different reasons why children misbehave and will endeavour to keep to routines so that your child feels safe and is not over tired or hungry.

However all children will misbehave at sometime. I have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:

Distraction: Remove the child from the situation and give them an alternative activity.

Ignore: Depending on the situation I may ignore the bad behaviour as I feel it is being done to get a reaction.

Discuss with Child: If the child is able to understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. I inform them that it is their behaviour that I do not like not them.

Time Out: Removing the child from the activity and sitting them quietly for a few minutes.

Removal of treats.

I will never smack, shake or hurt your child. I will not humiliate your child.

If a child misbehaves I will let you know by either writing it in their contact book or by ringing you later after collection. Some children can become upset if the incident is retold in front of them. I will also inform you of how the matter was dealt with. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset.

There may be times when I will need to physically intervene or restrain a child to prevent or stop an incident taking place, this could be when a child is, has or is about to scratch, bite or hit another child or run into a road etc.

I will explain to the child, according to their age and understanding that their actions are unacceptable behaviour. For younger child this may be by my tone of voice and facial expressions rather than lots of words.

It may be necessary for me to exclude the child from an activity and use time out, I will also encourage the child to apologise to the other child and work with them to develop strategies to help them deal with the reasons why the incident took place or was about to take place.

SAFEGUARDING

My responsibility as a childminder is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by my local Safeguarding Children's Board.

(The Safeguarding Children Board is responsible for producing Safeguarding Children Procedures based on national guidelines set out in Working Together to Safeguard Children (Dept. of Education & Skills). It monitors the effectiveness of the Procedures systematically and amends them as it becomes necessary.)

I have received training on Safeguarding Children (Child Protection) and am aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect.

If I have reason to believe that any child in my care is being abused in any way I will report the matter to the Duty Social Worker for Social Services, Child protection Team. Under these circumstances I will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested.

Please see my Allegations of Abuse Against a childminder Policy regarding how I protect myself and my family from allegations being made against us.

As a childminder I take lead responsibility for safeguarding children in the setting and am responsible for liaising with my local statutory children's services agency, and the LSCB.

As I work with assistants I ensure that they are fully aware of my Safeguarding Children Policy and procedures, and ensure that they have up to date knowledge of safeguarding issues.

I also ensure they are fully aware of the signs of possible abuse and neglect and notice these at the earliest opportunity, and respond in a timely and appropriate way. These may include:

Significant changes in children's behaviour.

Deterioration in children's general well-being.

Unexplained bruising, marks or signs of possible abuse or neglect.

Children's comments which give cause for concern.

Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

I will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). I will also notify Ofsted of the action taken in respect of the allegations.

These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Whilst your child is in my care I will utilise digital cameras and mobile technology which includes, but is not limited to, mobile phones, tablet devices and other forms of electronic storage, these devices will be used to store digital photographs and other electronic data, whilst using these devices within and outside of my setting I will follow these guidelines:

I will seek your permission to allow a camera, mobile phone or other digital device to take and store photographs for record keeping or display purposes.

If using a camera, mobile phone or other digital device to take photographs of your child, the photographs will be uploaded to the Baby's Days system, used for daily diaries, observations, or from time to time advertising purposes, the photographs will then be removed from the devices.

I will not distribute or publish any images of your child without your consent.

I will always be able to justify to Ofsted the reason for taking the photographs.

I will always ensure children are appropriately dressed.

I am registered with the Information Commissioners Office - the Data Protection Act.

Useful Telephone Numbers:

Social Care: Child Protection officer Andrea Dixon	01895 277 463
Duty Social worker Hillingdon	01895 277 978 / 250 084
Out of hours	01895 277 329

CAF coordinator Belinda Hearn caf@hillingdon.gov.uk 01895 556 144

Police Station: Pinner Police Station 020 8423 1212

Ofsted: 0300 123 123 1

PREVENT DUTY GUIDANCE

As part of my role as a child care professional, I have a duty to keep myself up to date with legislation involved with safeguarding the children in my setting.

Most recent documentation includes the new Prevent Duty Guidance which I must comply with as of July 2015.

The Counter Terrorism and Security Act places a duty on Early Years settings to have due regard to the need to prevent people from being drawn into terrorism.

The new documentation will be used and referred to alongside other safeguarding documents such as Working Together to Safeguard Children and information referring to British Values.

Within the EYFS I must promote British Values in many ways, teaching children from right and wrong at an early age. We teach about decision making (PSED) and democracy - and about respecting each other's views and values, talking about feelings and learning to share ideas and take turns during play.

I must also promote the importance of having rules and boundaries in place (PSED) and the importance of these rules.

PSED and UW also teach children to have a positive sense of themselves, believe in their own abilities and to challenge themselves. As part of UW and PSED we celebrate diversity, embracing different cultures and introducing children wherever possible to different ways of life. We use resources and create activities that challenge gender, cultural and racial stereotyping.

I will make sure children have access to the wider community and resources promoting this. I will encourage children to not stereotype and to be considerate and accepting of others, despite their differences and to respect each other. Any unwanted or behaviour showing otherwise will be monitored and with parent involvement procedures will be put in place.

Older children will be monitored on ICT equipment with the use of parental controls to limit what they do on the internet.

LOST / MISSING CHILD

The care of your child is paramount and I will always try to ensure that they remain with me and are safe. However sometimes children can become 'lost' in busy places and therefore as a responsible child minder I have written a procedure that will be followed in the unlikely event of this happening.

I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them.

If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV.

I will provide everyone involved in the search with a description of the child.

I provide the children with high visibility jackets to wear.

I will reassure the other children with me, as they may be distressed.

I will then alert the police and provide a full description.

I will then alert the parents of the situation.

I take precautions to avoid situations like this happening by implementing the following measures:

Ensuring the children hold my hand or the pushchair whilst we are out.

Avoid going to places that are overcrowded.

I teach the children about the dangers of wandering off and of talking to strangers.

ALLEGATIONS OF ABUSE TOWARDS A MEMBER OF STAFF

I will:

Ensuring all employee's over 16 are DBS checked and cleared.

Ensuring all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances.

Any regular visitors to my setting will be asked to complete a EY2 form and will then undertake a DBS Check.

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

I will ensure, where possible, that no workmen are in the house during minded hours, unless it is to repair an emergency service or for Health and Safety Reasons.

Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign my records.

Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.

Ensuring the children are supervised at all times.

Keeping accurate records on each child and writing a daily diary.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the procedure detailed below.

I will follow the local safeguarding children's board procedure and inform LADO (Local Authority Designated Officer) within one working day and Ofsted within 14 days, but as soon as possible following their advice as to whether to continue working.

I will gain support and professional advice from the following organisations:

My insurance company
PACEY

Family Solicitor
Ofsted
Local Early Childhood Services

I will write a detailed record of all related incidents, including what was said and by whom, with times and dates. I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

COMPLAINTS PROCEDURE

I hope that you are happy with the service that I provide, but I appreciate there may be times when I am not offering you and your child the service that you require.

I hope that you will feel able to discuss any concerns or issues that you may have with me directly. If you would rather not talk in front of your child then we can arrange a more convenient time, for example in the evening or at the weekend.

It is a requirement by Ofsted that all complaints are logged along with the outcome and any action taken, these records must be available to show an Ofsted Childcare Inspector if required.

If you feel that you are unable to talk to me, or that after talking, the matter remains unresolved then you can put your complaint in writing, I will investigate the matter and reply to you within 28 days.

If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on Tel: 0300 123 1231 or contact Ofsted at: Piccadilly Gate, Store Street, Manchester M1 2WD.

You can also talk in confidence to:

PACEY on: 0300 003 0005

The Early Years Childminding Team in Hillingdon 01895 556489

CONFIDENTIALITY

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored securely online using the Baby's Days system, which is not accessible to any other party.

I will not discuss your child with others unless I have permission from you, for example to take your baby to be weighed by the Health Visitor. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see my Child Protection Policy.

You will also find out confidential information about my family and myself during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

This is the basis of a professional and trustful relationship to enable your child to thrive in my care.

UNCOLLECTED CHILD

Dropping Off

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early I may not be ready to care for your child. If you are late, I may have to take children to school/pre-school and will not be able to wait for you. Please discuss with me if you need to change your contracted hours.

Collection

I will only release your child from my care to adults who have permission to collect them. I will, therefore, need you to provide me with a list of people authorised to collect. It would be helpful, if they are not known to me, to include a description or a photograph for me to keep on file.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss with me if you would like to use this system.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care, however if I am unable, I will contact other adults from the authorised list and arrange for them to collect your child. I will reassure your child that you are on the way and if necessary organise additional activities and a meal.

If I have not heard from you and you are very late I will try and make contact with you. I will also attempt to contact the emergency numbers provided. If I am unable to make contact with anyone at the close of my business I will inform Social Services and follow their advice, at all times I will minimise any distress to your child.

I reserve the right to make an additional charge for late collection.

FIRE AND EMERGENCY EVACUATION

In order to keep the children and myself safe I have developed the following procedure in the event of an emergency.

This may be as a result of a fire, flooding, gas leak, terrorist attack or national emergency etc.

The children will regularly practice the emergency evacuation procedure in my setting with me so they will not be alarmed in the event of a situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

Sound the alarm.

Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)

The following information will be taken:

Attendance Record for the day.

Contact numbers.

Mobile phone.

Assemble at the safe zone point as previously agreed.

Contact the emergency services.

Comfort and reassure the children.

Arrange a safe place for the children to stay until parents can collect them.

Follow the instructions of the Emergency Services.

Do not return to the building until the Emergency Services have declared it safe to do so.

Smoke detectors are fitted in my setting and are regularly tested, maintained and the details recorded within the daily checklist section on the Baby's Days system.

I have access to a telephone and a fire blanket that would only be used if a fire were preventing escape from the setting.

If a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building.

I have a fire escape plan in place, and older children are all trained and we practice our fire drill regularly details of each fire drill is recorded within the fire drill section on the Baby's Days system. We would assemble at the front of the building at a safe distance and check that everyone is accounted for. We will then notify the fire brigade.

In addition to this I have had the fire brigade visit my setting and perform a fire safety check and provide advice on my home.

Parents or their emergency contacts would be contacted as soon as practical to arrange collection of the children and if necessary we would take refuge in a close by family or friend's home until collection is possible.

If we are away from the setting and involved or caught up in an incident / emergency, I will comply fully with the instructions from the emergency services and constantly reassure the children in my care.

I understand that during major incidents / emergencies the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. I will, however, attempt to contact you on a regular basis and ask that you try to do the same.

I will keep up to date on the situation using any media source available to me, radio, television, Internet etc. I will endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that I can use to explain your delay in arriving.

If you are caught up in an incident / emergency I will continue to look after your child until you are able to return or a person nominated is able to collect them. This can include overnight care if necessary.

EQUAL OPPORTUNITIES

In line with the EYFS 2014 with requirement 3.67 I will have in place arrangements to support children with SEN or disabilities. This is in response to the new Send Code of Practice

I give all children in my care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in my care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. I try to ensure my toys reflect positive images of children and people from different cultures and with different abilities. I have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

No child in my care will be discriminated against in anyway, whether for their skin colour, culture, gender, ability or religion. I will challenge any remarks that I feel are inappropriate.

I encourage the children in my care to learn more about their own culture and to find out about the culture and religions of other children. We do this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. I will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.

I encourage the children to develop a healthy respect of each others differences and to value everyone as an individual.

I encourage Parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

I am aware that some children may have special needs and to be proactive in ensuring that appropriate action is taken when a child is identified as having special needs or starts in my care. I must promote the welfare and development of the child in partnership with parents and other relevant agencies.

HEALTH AND SAFETY

The Health and Safety of your child is very important to me and I have, therefore, documented the following procedures that I have in place to support this.

All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development

I do a quick risk assessment of the setting every morning before the children arrive to ensure that it is a safe environment for minded children

All plug sockets not in use have socket covers

All equipment will be checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchair and pushchairs.

Car seats are checked regularly to ensure they are correctly fitted. I or any member of staff will never use a second hand car seat, as I do not know its history.

My car or any car being used by any member of staff is regularly serviced and MOT. I keep the safety locks on the back doors working. My car, or any car being used by any member of staff has insurance for Business use.

I use safety equipment appropriate for the children in my care, ie: stair gates, cupboard locks etc. These are checked regularly.

I will keep the front door locked with the keys on a hook up high to prevent the children opening the door to strangers.

I have procedures in place in the event of a fire (see separate policy).

I keep the kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc.

I ensure that the children do not have access to any waste, the bins are emptied daily and any used nappies are double wrapped and placed in the outdoor rubbish bin.

Used Terry nappies when used in my setting are placed in a secure waste bin until collection day.

I do not permit smoking in my home (see separate policy).

I follow strict hygiene guidelines to prevent contamination (see separate policy).

I have strict Child protection guidelines in place (see separate policy).

I have emergency contact details with me at all times should I need to contact the parents.

I will work with you to teach the children about safety issues like crossing the road and stranger danger.

I will work with you to teach the children about making healthy food choices and physical exercise.

Sleeping children will be regularly monitored and I use a baby monitor as well.

I discourage the children from keeping 'secrets'.

I will restrain a child if they are putting themselves or others in danger, for example running into a road.

Head Lice - No Child will be excluded from my care unless treatment is not sought to help rid the said child of head lice, or that the child in question becomes overly infested and extra treatment needs to be sought I ask that all children and parents are sensitive and understanding towards the child. It is not their fault they have head lice.

Please inform me immediately if you have discovered that your child has head lice.

Sun Protection - I will do everything I can, working in partnership with you, to ensure that your child is protected from the sun's rays and for this reason will need you to provide me with:

Sun Cream suitable for your child (high factor).
Sun hat (preferably a legionnaires hat to protect the neck).
A thin top/cardigan/t-shirt with long sleeves.

I will ensure that your child uses the sun cream that you have provided and wears the hat. I will also avoid spending prolonged periods of time outdoors during the hottest part of the day, and when out will try and protect your child by finding shady areas and using a sunshade on the pushchair. I will encourage your child to drink water regularly to prevent dehydration.

I will require you to sign a form giving me permission to apply the sun cream that you have provided.

Swimming Pool - I have the following procedures in place:

I will follow the guidelines of the pool regarding the ratio of children to responsible adult.
I will be in the pool at all times with the children.
All non-swimmers must remain in the shallow end of the pool and wear armbands or a life vest.
Children will only be taken swimming once their parents have signed a swimming consent form.
Children will be closely supervised in the changing rooms.

If you have any concerns regarding the health and safety of your child please discuss them with me.

ANIMALS / PETS

I believe that children can learn a lot from having contact with animals, however certain procedures must be followed to ensure the safety of the children;

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.
Food for the pet must be stored safely away from the children's reach.

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.

I have the following pets in my setting - none

RAISING CONCERNS

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(s) and students that attend the setting.

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.

If an assistant has any concerns regarding the way children are being cared for, concerns 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 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 are able to discuss them with Ofsted. Please see the Parents complaint policy.

SMOKING

In accordance with the Safeguarding and Welfare Requirements I have a no smoking policy in my setting.

No one is permitted to smoke in my setting.

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

WORKING IN PARTNERSHIP WITH PARENTS/ CARERS

It is very important for your child that we work in partnership. This will give your child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

As Parents you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is, therefore, important that we have an excellent communication system.

I appreciate that as a working Parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so I use the Baby's Days system for additional communication with you, you will be able to read your child's diaries, view photographs and more on the system.

I will complete this each day and it will include what your child has eaten, sleeps, activities, nappies, milestones achieved etc. I would request that you login each day and advise me of anything that may be important for me to know, ie: if your child has had a disturbed sleep, is not feeling well or any other piece of information that may help me to provide them with the best care I can. I am always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone.

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.

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, potting training, managing behaviour, starting (pre-)school etc.

If you wish me to incorporate a special activity into my routine, perhaps a festival or religious holiday that you celebrate please let me know.

If I have any concerns about your child's behaviour, development, eating etc I will share them with you and if necessary work with you to seek support from outside agencies.

HEALTHY EATING

A good balanced diet is vital for children to develop healthily along with fresh air and regular exercise.

I am happy to provide all children in my care with healthy meals, snacks and drinks, or to cook/serve food provided by their parents.

If you want to supply food for your child for consumption on the premises, you must be aware of food hygiene when preparing packed lunches or snacks.

This includes checking dates for consumption of both dried and perishable foods, and correct storage of food items when sent to the setting.

As consumption of all food on my premises, inclusive of packed lunches provided by parents, is ultimately my responsibility, the following must be observed at all times.

Any perishable foods inclusive of dairy and meat products must be identified and labelled with your child's name. These will then be stored in the refrigerator until required.

Any food not consumed by your child will be discarded on the same day, subject to conditions below:

Any out of date foods will not be given to your child, as they cannot be stored on the premises, they will be discarded and you will be informed.

Food brought to the setting to meet your child's specific Dietary requirements can only be stored on a weekly basis and must be collected at the end of the week.

Pre-packed baby foods will not be given unless provided by you with your written permission. This is to ensure the child's welfare with regard to known and unknown allergies.

Babies formula milk needs to be provided in clean bottles, with your child's name and date stated clearly on them.

I encourage children to choose healthy options and to experiment by trying new foods from other cultures. Older children are encouraged to help in the preparation of food and meals. I am happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements. If your child has any particular dislikes or favourite dishes please let me know.

I will record what your child has eaten and approximate amounts in their daily diary, if you have any concerns regarding diet/menu/quantity please do not hesitate to discuss it with me.

I am happy to support you if you are weaning your baby. I will supply a blender and am willing to make pureed dishes if required.

I do not permit children to have fizzy drinks, unless it is a special occasion and parents have given permission. Children are offered water, milk or fruit juices.

I do not encourage children to eat sweets on a regular basis, however I do sometimes offer sweets for special occasions. Please let me know what, if any sweets you permit your child to eat.

HYGIENE

It is very important to prevent the spread of germs and illnesses that hygiene procedures are in place and strictly adhered to.

Children are encouraged to wash their hands after going to the toilet, touching animals and playing outside. They must also wash their hands before eating any meals or snacks.

I will assist the children in hand washing, ensuring that they are washing and drying them correctly.

I will provide each child with a clean towel in the bathroom each day.

I am happy to help children to clean their teeth after meals if you provide me with a toothbrush and paste.

I will assist children with wiping their noses when they have colds and try to teach them how to blow their noses. I will explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. I will also encourage them to put their hand over their mouths when they cough.

As per the The Public Health Agency guidelines I will not mind a child who has had an upset stomach in the last 48 hours.

I will disinfect my changing mat between each change of a child's nappy.

I will follow strict hygiene routines in my kitchen, ensuring that my fridge is at the correct temperature and that food is stored correctly in it, on a daily basis I read the temperatures of every fridge and freezer in my setting and record these temperatures onto the Baby's Days system.

I am registered with the environmental health agency and have a copy of: Safer food, better business for childminders which I have regard to.

In order for me to carry out these procedures effectively I will need you to provide me with enough resources, for example nappies, labelled cream, spare clothes for the children etc. I also request that you let me know if your child is feeling or has been unwell.

CARE, LEARNING AND PLAY

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 and includes:

CL - Communication and Language.
EAD - Expressive Arts and Design
L - Literacy
M - Mathematics
PD - Physical Development
PSED - Personal, Social and Emotional Development
UW - Understanding the World

These activities will include but are not limited to:

Dressing up clothes.
Books and Videos.
Small world toys.
Construction toys (lego, duplo etc).
Pretend play (toy kitchen etc).
Water play.
Arts and Crafts.
Outings.
Cooking.
Gardening.
Outdoor play and equipment.

I will regularly observe your child and make records, these will enable me to make plans on how I can help your child move onto the next stage of their development.

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 are 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 and help them understand through books and other resources.

An outline of each day's activities will be displayed on my notice board for you to read when you drop off your child in the morning.

You can connect to the Baby's Days system and see a detailed journey of your child's learning and development, this can be found within the Progress section on the system, this section details all the observations, next steps, achievement dates and photographs of your child's development.

INTERNET SAFETY

The internet is an incredible resource for children to access, support for their homework, chatting to friends etc., but it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. They can also be vulnerable to on-line grooming by Paedophile's.

As a Childminder I offer children the opportunity to use the computer and the internet; however I have introduced a range of procedures to ensure their safety.

I have a filter on my computer that blocks out most inappropriate material

I do not permit the children to go onto chat rooms

I check the children's emails to ensure that they are not being bullied or sending anything inappropriate

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 forwarding on chain letters, 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.

The children are only allowed to use the webcam under supervision

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.

It is well known that exercise is vital to aid the physical development of young children and to encourage them to continue a healthy lifestyle into their adult years.

GARDEN PLAY AND EQUIPMENT

As an Ofsted Registered Childminder I encourage the children in my care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable.

In my garden I will have a range of large outdoor equipment. Whilst this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking, however in order to make my garden a safe environment and to reduce the risk of possible accidents I have put the following procedures in place:

All minded children will be supervised by a responsible adult at all times.

Children will be taught the dangers of the equipment in a way that is suitable for their stage of development and understanding.

Children will be encouraged to take turns and share equipment.

The equipment will be checked/cleaned before use for animal faeces.

The equipment will be checked for wear and tear/ damage regularly and withdrawn from use if faulty.

Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with, for example the climbing frame.

Large trampolines - I am sure that like me you have read articles in the press about the potential dangers of trampolines, which is why I have put together the following procedure:

Minded children, of any age, are not permitted on the trampoline without written permission from their parents (please see the Trampoline Permission Form)

All children will be supervised at all times on the Trampoline by a responsible adult.

The trampoline may only be used when the safety netting is in place.

The safety netting and the trampoline will be checked regularly to ensure it is in a good condition.

All children using the trampoline must listen and follow any instructions from me, failure to do so may result in them no longer being permitted to use this piece of equipment.

The trampoline will only be used by the recommended number of children.

If you have any concerns regarding your child using this piece of equipment please do discuss them with me.

Sandpits - Provide great play and learning opportunities, however, they can also pose several health and safety risks.

I will only use sand that is suitable for play and purchased from a recognised source.

I will regularly ensure the sand is changed; in between I will sieve for foreign bodies and rinse through with a diluted sterilising agent if applicable. Toxoplasmosis can be spread from cats to humans through dirty sandpits. Toxoplasmosis can harm an unborn child, but is usually a mild illness in children and adults. It causes a rash, swollen glands, fever and feeling unwell.

I will ensure the sandpit has adequate drainage to prevent the sand from becoming water logged. Insects can live in damp sand and may bite or sting children.

I will dispose of spilt sand.

I will ensure the sandpit is covered to prevent it being used as a litter tray by cats and other visitors to the garden.

I will ensure that the children are closely supervised whilst playing in the sandpit.

I will teach them about keeping the sand low to avoid it getting in their own and others eyes.

If you would like your child to wear a hat whilst playing in the sand then please let me know.

Skipping Ropes - There have been several serious incidents involving skipping ropes and I have, therefore, decided to follow the guidance from the British Heart Foundation's booklet 'Active Playgrounds, A guide for Primary Schools'

Safety considerations

Footwear : pupils will need to wear supportive footwear. Children may need to be encouraged to wear trainers for playground skipping if their outdoor shoes are not considered to be safe.

Space: Children need to be made aware that they require adequate space all around them to be able to swing the rope without making contact with other ropes or skippers. A designated playground area is, therefore, advised and other non-skipping pupils should also be made aware of the dangers.

Clothing : sensible, loose-fitting clothing which allows free movement of the legs and arms.

Weather conditions: Certain wet playground conditions or very hot weather may be considered unsafe.

Fluid intake: this is particularly important in warm weather conditions to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature.

Rope length: For individual skipping, when children stand in the middle of the rope and pull the handles upwards, the rope handles should reach the armpits. They can be shortened by tying knots at each end just below the handles.

Inappropriate use of the ropes : Children need to be made fully aware of the possible dangers of not using the ropes appropriately and correctly. In some cases, adult supervision may be necessary.

Paddling Pools - Children can have great fun using a paddling pool and it can also support their development in a variety of ways. However there are safety issues when children play with water and I have therefore put the following procedures in place:

Children will never be left unsupervised with water.

If a child needs the toilet then all children will come out of the pool and come inside with me.

If the doorbell rings again all the children will come out of the pool and come inside with me.

I will take my phone outside with me.

I will take enough towels and spare clothes outside.

The pool will be immediately emptied when not in use.

The pool will be refilled each day when in use.

I will support the children to learn about water safety.

I will never make a child go into the pool if they don't want to but will provide activities they can do in the pool area.

I request that parents inform if their child has a verruca on their foot so measures can be put in place to prevent them from spreading.

If toddlers and babies are in nappies I will request parents provide some form of swimming nappy to prevent the pool from becoming contaminated.

Emergency procedures are in place and Myself and Staff maintain a current first aid certificate.

ALCOHOL AND DRUGS

To ensure that I and my Staff are alert to any dangers and able to protect your child, I and my staff must not be under the influence of alcohol or any form of drugs (including some prescription medication).

If I or my staff are prescribed medication, other than routine antibiotics I will inform Ofsted who will make a decision as to whether I or my staff can continue to care for your child whilst taking the prescribed medication. Any medications I or my staff do need to take will be kept high up in a cupboard well out of reach of the children at all times.

I or my staff will not drink any alcohol during working hours or immediately before.

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. Please ring me in this situation providing me with and the person to collect with a suitable password for safety reasons.

I cannot allow a child to go into a car if the driver is under the influence of either drugs or alcohol. If this is found to be the case I will make a judgement call at pick up time. I will invite you in and we can wait for a responsible adult to take the child home or drive your car (insurance allowing). I will be happy to try your child's emergency contacts in the first instance.

I have no legal right to withhold a child and due to this the above will be an appropriate course of action. Please understand the child's safety is paramount to me and I may seek advice on this situation should it be a regular matter or if I am at all worried.

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

OVER 8's CHILDMINDING

1515As an Ofsted registered Childminder I am registered to care for 6 children under the age of 8 years, of which no more than 3 can be under the age of 5, and of these no more than 1 can be under the age of 1. I am permitted to care for children aged 8 years and over, providing the care I provide for them doesn't impact on the care for the children I am registered to care and providing it falls within the total number of children I am insured for.

I am happy to mind children aged 8 years and over and will provide them with age appropriate resources and a quiet area for studying if required, however I do require that they set an excellent role model for the other children in my care, being polite, saying please and thank you etc.

I like the older children to work in partnership with me to write a child/childminder/parent agreement, like those often completed at school: school/parent/child agreements. This will be in addition to the normal childminding contract but will help the child(ren) to be more involved in their care arrangements.

I would never ask an older child to care or look after another minded child. I am fully responsible for all the children whilst they are in my care.

Should your child wish to arrive at my setting independently, I cannot be held responsible for your child's safety until they arrive into my care.

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 phone or text message.

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 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 we can ensure that all parties involved are fully aware of these procedures and any alterations made to them.