



## Information For Parents & Carers

**Service Name:** Country Bumpkins Childcare

**Registration**

EY542341



## Policies & Procedures Contents

As a registered childminder I will work hard to provide your child with the best possible care service that I can. I have the following policies and procedures in place to ensure that my business is run professionally.

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Should you require a further copy of any of the above policies, please ask and I will be happy to print one for you.



## Statement of Aims & Objectives

I am passionate about my role as a childminder and will work hard to provide your child with the best possible care service that I can.

I will strive to:

- ) Provide a safe and secure environment for your child.
- ) Provide a clean environment in which your child can play, learn, develop and grow.
- ) Provide a wide variety of stimulating activities that are appropriate to the age of your child.
- ) Recognise your child as an individual and provide opportunities for your child to develop their own personal interests.
- ) Encourage creativity, self-expression and imagination through various games & activities.
- ) Promote your child's good behaviour through praise, encouragement and guidance.
- ) Encourage and develop language and communication through one to one interaction alongside a range of play, story telling and other activities.
- ) Develop co-ordination, through a variety of games and fun activities.
- ) Be a positive role model and promote social skills, encouraging courteous behaviour and respect for others.
- ) Develop moral values that promote consideration for individual and cultural differences.
- ) Provide a healthy diet and encourage your child to learn about their own health and well-being.

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Last Reviewed : 23/02/2019



### **Accident & Incident Policy**

As a registered childminder, I take every measure possible to ensure the safety of children cared for and protect them from harm. Unfortunately, accidents can sometimes happen and the following procedure has been written on how such a situation would be dealt with:

- 1 Comfort the child/ren and reassure them
- 2 Assess the extent of their injuries and where necessary call for medical support/ambulance
- 3 Using training and knowledge of first aid carry out any first aid procedures that are necessary
- 4 Once the child is more settled I will contact you as soon as possible to inform you of the accident and if necessary ask you to return to care for your child or meet me at the hospital

After every accident, however minor I will:

- 5 Complete a report in my accident book
- 6 Ask you to read and sign the report

If the incident requires any medical treatment then I will:

- 1 Inform Ofsted within 14 days
- 2 Inform my Insurance Company
- 3 Contact Nottingham City Early Years Team
- 4 Inform the Health & Safety Executive of any serious reportable accidents or injuries / death of a child whilst in my care and act on any advice given.

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

I have received paediatric first aid training by an approved trainer.  
My current certificate expires on 04/10/2019.

I will also have a first aid box to enable me to provide basic first aid treatment.

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Last Reviewed :23/02/2019



### **Admissions Policy**

All children and parents will be treated with equal concern and will be made to feel welcome in my home. However, as a childminder registered by Ofsted I am restricted to the number and ages of children that I can care for at any one time. These details can be found on my registration certificate, which is displayed during my minding hours.

I am registered to care for:

A maximum of six children under the age of eight. Of these six children, a maximum of three may be young children, and only one child under the age of one. A young child is a young child up until 1<sup>st</sup> September following his or her fifth birthday. These numbers include my own children.

I am happy to take on any baby or child within my registered numbers as stated on my registration certificate. I will not discriminate against children or their families for reasons such as race, religion, sex or ability. I would however like to make the following statements:

) I can drop off and collect children from Underwood C of E Primary School.

My aims as a childminder are to provide children with a stable, loving and safe environment to play in, have fun and learn and develop to their full potential. All children will be welcomed into my home and I will encourage the other children in my care to support me with this. I offer settling in sessions followed by a four-week settling in period in our contract, so if you, your child or I am not happy with the arrangement it can be terminated easily. I have to take into consideration the children already in my care who are happy and settled. It would be very unfair on them to introduce a child who was disruptive

If you have any concerns regarding my admissions policy please do not hesitate to discuss them with me.

Policy Created : 17/01/2017  
Last Reviewed : 23/02/2019



### **Adverse Weather Policy**

During times of adverse weather, I am happy to care for your child as normal so long as you feel it is safe and reasonable to do so. If I feel that the situation is worsening over the course of the day I may call you to collect your child early or text you to update you on the situation. I understand that during adverse conditions you may be late to collect your child due to travel problems. I will of course continue to care for your child and provide them with any necessary snacks / meals until you arrive. I would appreciate if you could call me to let me know if you are going to be late so as I can inform your child and they do not become upset.

Adverse weather conditions may also affect our usual activities such as playgroups and other outings. I will not take your child out if the roads are not clear or it is not safe to travel. I would appreciate if you could ensure your child is dressed appropriately for the weather with plenty of warm clothes, wellington boots, hats, gloves, scarfs etc. Whilst time spent outside in bad weather will be very limited, there may be times where we are outside waiting for school children and it can be very cold.

Please take extreme care when parking at my home. When there has been heavy snow, it is advisable to park at the pub next door rather than on the main road.

#### School / Nursery Children

If your child's school / nursery has been closed due to the bad weather, I am happy to provide care for your child so long as you feel it is safe and reasonable to do so. School holiday / in service day fees will apply in this case. If you have been notified that your child's school / nursery is to close due to adverse weather during the course of the day, **you must call to inform me**. It is vitally important that I know if a child has been collected early. I may be able to collect your child for you depending on the severity of the weather and if I have any other children in my care. I will not take other children out if it is not safe.

#### Non-Attendance

Please call and let me know as soon as possible if you are not going to be bringing your child. If you decide that your child will not be attending or you are unable to bring them, full fees will still apply. During adverse weather, unless I contact you, you should assume your child's place is available and that I am ready and willing to care for them.

I understand that these times can be difficult and that you may not be able to get to your work due to your own transport arrangements but that should not affect my ability to work. If you will struggle to pay your child's fees during these times, please do not hesitate to speak to me in confidence.

I would like to stress again that it is down to your own discretion whether you feel it is safe to bring your child. You will know the route to your home the best and are therefore best equipped to make that decision. The safety of your child is paramount.

Please do not hesitate to discuss this policy further with me if required.

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Last Reviewed : 23/02/2019



## **Allegations of Abuse Policy**

I work with an assistant at a domestic property and as there is a possibility for allegations of abuse to be made we take the following precautions to protect ourselves:

- ) I ensure all members of my household over the age of 16 have been CRB checked.
- ) I keep note of any bruises / marks on children when they arrive and ask parents to inform me of any accidents that have occurred whilst outside my care and ask you to sign and date this.
- ) I record every accident or incident that occurs in my setting, inform parents and request them to sign my records.
- ) I ensure children are supervised at all times.
- ) I ensure all visitors to my childcare setting sign the visitors logbook and do not have unsupervised access to the children under any circumstances.
- ) I will endeavour, when possible, to arrange for any maintenance work to my property to be carried out at weekends or during non-minding hours.
- ) I keep contact diaries and accurate records for every child in my care.

Should an allegation of abuse be made against me or a member of my household, I will contact the following organisations for support and professional advice:

Children & Families Direct  
Ofsted (within 14 days of any allegations)  
Police  
Insurance Provider

I will also write a detailed report of all related incidents, recording what was said by whom including times and dates. I will make reference to my own documentation where relevant including Tapestry, accident & incident reports, etc. I will also ask any witnesses (if there were any) to write a report detailing events and giving their contact details.  
All this information shall be passed on to the relevant authorities as required.

Should you have any concerns regarding this policy, please do not hesitate to discuss them with me.

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Last Reviewed : 23/02/2019



## **Anti-Bullying Policy**

### **Bullying of any kind will not be tolerated within my service.**

This includes:

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

Any incidents which I feel could be classed as bullying, shall be dealt with as much discretion as possible.

I take the following steps to prevent bullying from occurring in my service:

- ) I promote and nurture friendships between all the children in my care.
- ) I promote and award good behaviour and discourage negative behaviour. Please see my behaviour management policy.
- ) I try to create a sense of belonging and discourage the isolation of any individual children by others.

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

- ) Reassure them that the bullying is not their fault
- ) Tell them that I care about them and am 100% on their side
- ) Give lots of praise, encouragement and responsibilities to help them feel valued
- ) Work with you to help the child to develop techniques to deal with the bully, for example being assertive, walking away etc.

If I have any concerns that your child is bullying another child, I will again discuss the matter with you immediately and work with you and your child to resolve the problem.

With your support I will:

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

If you have any concerns or suspect your child is being bullied or is bullying another child, please discuss them with me as soon as possible. It is much better to deal with these problems before they become major issues.

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Last Reviewed : 23/02/2019



## **Behaviour Management Policy**

In order to provide a quality care service, I need to set reasonable and appropriate limits to help manage the behaviour of the children.

I aim to promote positive behaviour in my setting and I do this by:

- ) Giving praise and awarding good behaviour.
- ) Making children feel valued by giving them individual attention
- ) Being a role model and setting a good example
- ) Listening to the children and responding as appropriate

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.

I am consistent in enforcing rules and do not give out confusing signals. Saying No means No!

Children will however try to test boundaries and it is normal for all children to will misbehave at sometime. I will use the following strategies on to deal with a child who is misbehaving. I use different ones depending on the age/stage of ability of the child and the situation:

- ) Distraction. I will remove the child from the situation and give them an alternative activity or toy.
- ) Ignore. Depending on the situation I may ignore the bad behaviour if I feel it is being done to get a reaction.
- ) Talk with the 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. I will explain to them that it is their behaviour that I do not like not them.
- ) Time Out. I may removing the child from the activity / play area and ask them to sit quietly for a few minutes
- ) Removal of toy / activity or treats.

### **I will never smack, shake, hurt or humiliate your child.**

If a child misbehaves I will let you know by either writing it in their contact diary or by ringing you later after collection. 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.

I will only ever use physical intervention to manage behaviour if it is necessary to prevent personal injury to the child, another child or adult. I will inform you if this has occurred and record it in the incident book. You will be asked to read and sign the incident book.

If you have any concerns regarding the managing of your child's behaviour, please do not hesitate to contact me. It is important that we work together on managing behaviour in order not to confuse your child.

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Last Reviewed : 23/02/2019



## **Child Protection / Safeguarding Policy**

It is my responsibility as a childminder is to ensure the safety and welfare of all children in my care.

I have received training on child protection and safeguarding and am aware of the signs and symptoms of all types of child abuse, physical, emotional, sexual, and those of neglect. Due to the seriousness of this issue, I will continue to refresh and further my knowledge in this area regularly. Any staff employed within the setting are required to refresh their safeguarding knowledge annually and refresh their training every two years.

I keep up to date with current legislation and have read and obtain a copies of 'What to do if you're worried a child is being abused - Advice for practitioners' and Working Together to Safeguard Children statutory guidance

If I have any concerns about any child in my care, I will first of all discuss the matter with the child's parents. I may also seek advice from the NSPCC helpline. If I am still concerned or have reason to believe that any child in my care is being abused in any way I will report the matter to my Local Child Protection Team / Local Safeguarding Children Board who will advise me on how to deal with the situation and if necessary seek the involvement of social workers and/or the police.

**NSPCC Helpline:** **Tel 0808 800 5000** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Child Protection Team /  
Local Safeguarding Children Board:** **Tel 0115 876 4800 / 0300 500 8090 (Mash)**

**Police:** **Tel 0300 300 9999**

### **Prevent Duty Guidance**

I understand the risk of radicalisation and terrorism and am aware of my responsibilities in relation to the Prevent Duty Guidance. I will contact the police immediately if I have concerns about a child or their family members.

### **Peer On Peer Abuse**

I am also aware that children and young people are capable of abusing their peers. I will not tolerate bullying within my setting and have an anti-bullying policy in place which explains the methods I use to prevent bullying and what action I would take should I suspect that a child was being bullied or is bullying another child. Unfortunately, in extreme cases peer on peer abuse may lead to gang violence, sexual exploitation, financial abuse, coercive control or domestic abuse. It is therefore extremely important that children feel they have someone they can talk to about their worries and their relationships with others. I like to think I am approachable and try to make children feel as safe as possible in my care. Meetings with parents will be arranged where concerns have been raised either in my care or at home. I encourage parents to discuss any worries they have with me so as we can work together in the best interests of their child.

I will log any concerns and the action taken in my Safeguarding – Record Of Concerns logbook.

If you have any concerns regarding this policy please discuss them with me.

Please also see my 'Allegations of Abuse Policy' which outlines how I will deal with allegations being made against myself or members of my family / household.

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Last Reviewed : 23/02/2019



### **Complaints Procedure**

I aim to provide a quality childcare service. I hope that you will feel comfortable enough to discuss any concerns or issues that you may have with me directly should my service fall short of your expectations. Often a concern is a simple misunderstanding that can easily be resolved. If you would rather not discuss matters in front of your child(ren) then we can arrange a more convenient time to talk, for example in the evening or at the weekend.

It is a requirement by Ofsted / The Care Inspectorate that all complaints are logged along with the outcome and any action taken. I have a complaints logbook for this purpose. Should you have any complaints or concerns (however minor) I will record them in my logbook and ask you read and sign the entry. These records must be available to show an Ofsted / Care Inspectorate 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 talk in confidence to:

- ) Pacey (Professional Association for Childcare and Early Years) [www.pacey.org.uk](http://www.pacey.org.uk)  
Tel : 0845 880 0044
  
- ) Nottingham County Council Early Tears Team  
Tel : 0115 876 4544
  
- ) Ofsted Complaints and Investigation unit:  
Tel: 0300 123 1231

Further details of how to raise a concern / make a complaint can also be found on the Ofsted website : [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

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### **Confidentiality Policy**

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

Parents will only have access to their own child's records. All documentation relating to your child is stored either in a lockable file or on my computer which is secured with a password.

I will not discuss your child with others without your permission. I will however divulge confidential information to Children & Families Direct and to Ofsted / if I have any concerns that your child may be at risk of harm or 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.

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

Policy Created : 14/11/2016  
Last Reviewed : 23/02/2019



## **Dropping Off & Collection Policy**

### **Dropping Off**

I would appreciate if you could let me know in advance if you are going to be arriving at a different time that arranged in our contract. I may not be ready to care for your child if you arrive unexpectedly early. I may have to take children to school or nursery and will not be able to wait for you if you are late. If you need to change your contracted hours, please discuss this with me.

### **Collection**

Please let me know who is going to be collecting your child each day so as I know who to expect. I will only release your child from my care to adults who have permission to collect him/her as you have listed in our contract. 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 a password. Please discuss with me if you would like to use this system.

I understand that sometimes delays are unavoidable but would appreciate if you could contact me to let me know if you are going to be late. Children learn routine very quickly and know when their parents are due. If you are late your child may become distressed so it is important that you try to arrive at the arranged time. In the event of you being delayed I will reassure your child that you are on your way and if necessary organise additional activities and a meal.

If I have not heard from you and you are very late (30 minutes) I will try to make contact with you. If I am unable to make contact with you then I will try your emergency contact numbers.

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

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

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Emergency Evacuation Procedure**

For the safety of the children in my care and myself I have developed the following procedure to evacuate my home as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak etc.

I will practice the evacuation procedure every six months with the children and once every time a new child comes into my care. I do this with the children so as they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to escape from the house quickly and safely in an emergency. Details of all practice evacuations will be recorded in the Fire Drill Log Book.

The following procedure should ensure a swift, safe evacuation:

- 1 Sound the alarm. As well as any smoke alarms that may be sounding, I will alert all children by calling to them.
- 2 Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- 3 If it is safe to do so I will take:
  - ) Attendance Record for the day
  - ) Emergency Contact numbers
  - ) My mobile phone
- 4 I will assemble all children outside the neighbours house (143) or at the end of the garden if escape was via the rear of the house.
- 5 Contact the emergency services and then parents to collect the children
- 6 Comfort and reassure the children and arrange a safe place to wait with them (neighbours house / community centre, etc) until they can be collected.
- 7 Follow the instructions of the Emergency Services
- 8 I will not return to the building until the Emergency Services have declared it safe to do so

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Last Reviewed : 23/02/2019



### **Equal Opportunities Policy**

I actively promote equality of opportunity and anti-discriminatory practices for all children. I will make sure that I treat all children with equal concern and respect.

I value and respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. I will not discriminate against children on the grounds of disability, class or family status. I will challenge any remarks or behaviour from either children or adults that I feel are inappropriate and promote equality at all times.

I provide equal chance for each child to learn and develop to their full potential, taking into account each child's age and stage of development, gender, ethnicity, home language, and ability.

I provide and make sure that all children have access to a range of books, puzzles and other toys which provide positive images and examples of the diversity of life in our society.

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 in this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals.

I will always help children to feel good about themselves and others, by celebrating the differences which make us all unique individuals.

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Last Reviewed : 23/02/2019



## **Fees & Invoicing**

Fees are £4.75 per hour

Fees are invoiced a month in advance. Invoices will be issued on the last Friday of the month. Payment must be received by the first Friday of the following month and will be seen as late thereafter in accordance with the late payment of fees policy.

If you are late collecting your child you will be charged for another hour after a 15 minute period of grace.

I reserve the right to review my fees annually to become effective from the 1<sup>st</sup> of April each year. If my fees are to change I will inform you no later than the 1<sup>st</sup> of March.

Policy Created : 05/01/2017  
Last Reviewed : 23/02/2019



### **Health & Safety Policy**

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

- 1 I do a quick risk assessment of my home every morning before children arrive to ensure that it is a safe and clean environment.
- 2 All equipment is checked and cleaned regularly. I use a monthly cleaning schedule to ensure this.
- 3 All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchairs and pushchairs.
- 4 Children will only be offered toys and resources that are suitable for their age/stage of development. 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.
- 5 Car seats are checked regularly to ensure they are correctly fitted. When a new car seat is purchased I will get it fitted properly by the store's installation service.
- 6 My car is regularly serviced and has a valid MOT certificate. My car insurance is for business use.
- 7 I use safety equipment appropriate for the children in my care, ie cupboard locks, stair gates, etc. These are checked regularly.
- 8 I have procedures in place in the event of a fire (see separate Emergency Evacuation Procedure)
- 9 I carry out weekly fire safety checks to ensure my fire alarm system is in full working order and do fire drills with the children so that they learn of the importance of being able to escape from the house quickly and safely in an emergency.
- 10 I follow strict hygiene guidelines to prevent contamination (see separate Hygiene Policy)
- 11 I keep my kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature, etc. I have received training on food preparation and hygiene.
- 12 Bins are emptied daily and a nappy bin is used.
- 13 I do not permit smoking in my home (see separate No Smoking Policy)
- 14 I have strict Child protection guidelines in place (see separate Child Protection Policy)
- 15 When out walking younger children will be strapped in a pushchair, older children will either be on a harness or wrist strap or holding onto my hand/pushchair.
- 16 When on outings for example visits to the park, children will not be allowed to 'wander off' and will never be left unattended. Their play will be supervised at all times.
- 17 When attending playgroups or other indoor group activities, your child will remain in my care at all times. I will not leave a minded child in a room alone with another person or allow another person to take my minded children to the toilet or change their nappies, unless I know they have been CRB checked.
- 18 I keep emergency contact details with me at all times should I need to contact parents.
- 19 I will work with you to teach the children about safety issues like crossing the road and talking to strangers.
- 20 I encourage and teach the children about making healthy food choices and taking physical exercise.
- 21 Sleeping children will be regularly monitored.
- 22 I will restrain a child if they are putting themselves or others in danger, for example running into a road.

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

Policy Created : 14/11/2016 Last Reviewed : 23/02/2019



### **Healthy Eating Policy**

I have a responsibility to support you in ensuring your child is provided with a well-balanced diet and has regular access to fresh air and exercise. Children must be made aware of healthy choices and why it is important to look after our bodies.

I work hard to provide all children in my care with a good variety of healthy foods and drinks. I am also happy to cook/serve food provided by parents. If your child has any particular dislikes or favourite dishes please let me know.

I try to encourage healthy options and allow children to experiment by trying new foods from other cultures. Children are also invited to help in the preparation of meals and snacks. Children love to get involved with cooking and by doing so they can develop a number of skills such as learning to take turns, language development and arithmetic whilst also having the opportunity to try new foods and to see what whole foods look like before they are cooked and served.

I am more than happy to support you if you are weaning your baby. I have a blender and can make pureed dishes if required.

For drinks children are offered water, milk or diluted fruit juices.

Please refer to the attached sample menu planner and meal and snack list as an example of the kinds of meals, snacks and refreshments that I will provide.

### **Allergies / Special Dietary Requirements**

Legislation passed and enforced by the Food Standards Agency requires all food businesses to know what allergens are contained within the food they provide. It is also essential for me to know if your child suffers from an allergy or intolerance so as together we can ensure that your child is not offered food or drinks that will cause them to become ill. I will ask you to complete an allergen questionnaire to provide details of any allergies or intolerances. This information will be reviewed every 6 months to ensure it is correct and up to date. For further details of the meals and snacks provided in my setting and their allergen content, please ask to see my allergen menu checkers. I am happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements.

### **Baking & Treats**

I cook and bake with the children from time to time and allow them to sample what we have made. I do not usually offer sweets unless it is a special occasion. Unless we have previously agreed as part of a special celebration, I would request that you do not provide your child with sweets or treats from home. This may cause upset to other children who do not have treats and also poses a danger to any children who suffer from allergies or intolerances. Please let me know if you do not permit your child to eat sweets or sample the baking that we make.

I will record what your child has eaten and approximate amounts on Tapestry. If you have any concerns regarding diet/menu/quantity please do not hesitate to discuss this with me.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Hygiene Policy**

It is vitally important to prevent the spread of germs and illnesses. I use the following procedures and ensure that they are strictly adhered to.

- Children must wash their hands after going to the toilet, playing outside or touching animals. They must also wash their hands before eating any meals or snacks.
- I will help the children to wash and dry their hands correctly.
- I provide towels which will be washed daily.
- I am happy to help children to clean their teeth after meals if you provide me with a toothbrush and paste.
- I will help children to wipe and blow their noses when they have colds and teach them the importance of throwing away dirty tissues to prevent the spread of germs. I will also encourage them to cover their mouths when they cough.
- I use a designated area to change nappies which is away from where children may be playing. As well as for hygiene purposes, this also respects the privacy of the child being changed. I disinfect my changing mat after each using antibacterial spray (e.g. Dettol) and disposable paper towels.
- Potties are emptied immediately after use down the toilet. Potties and trainer seats are thoroughly cleaned after each use with antibacterial spray and disposable paper towels.
- I will follow strict hygiene routines in my kitchen, ensuring my fridge is at the correct temperature and that food is stored correctly in it. I follow advice from the Food Standards Agency and have completed their Safer Food Better Business for Childminders Pack. (see [www.food.gov.uk](http://www.food.gov.uk)). I use a foot operated pedal bin and empty it daily. Nappies are double wrapped and disposed of in the bin outdoors.
- I use a monthly cleaning schedule to ensure equipment and toys are cleaned and maintained regularly. I use antibacterial wipes or antibacterial spray and disposable paper towels to clean equipment and toys. Material or fabric items such as car seat covers are washed regularly in the washing machine.

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 and spare clothes. I also request that you let me know if your child is feeling or has been unwell. I will not mind a child who has had an upset stomach in the last 48 hours.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Illness Policy**

Whilst I am happy to care for children with minor coughs and colds I request that children are to be kept at home under the following circumstances:

- ) He/she has a fever or has had one within a 48 hour period
- ) He/she has a constant cough not related to allergies
- ) He/she has been vomiting within the last 48 hours
- ) He/she has had diarrhoea within the last 48 hours
- ) He/she has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain or vomiting, or fever)
- ) He/she has mumps, measles, chicken pox, pink eye, lice, impetigo, conjunctivitis or any highly contagious condition

It is important that I take into consideration the other children that are in my care. If your child is poorly then they will be more comfortable in their own home with you.

If your child becomes ill whilst in my care, I will make him/her as comfortable as possible and try to isolate him/her from the other children if I feel this is necessary. I will contact you and continue to care and reassure your child until you arrive.

If a child is found to be suffering from a notifiable disease (as identified by Public Health Infectious Diseases Regulations 1988) I will inform Ofsted and the Health and Safety Executive. I will then act on any advice.

If I or my own children are poorly I will contact you to inform you of the nature of the illness and if I am able to work. This then allows you to make an informed decision as to whether you wish to bring your child or not.

#### **Alternative Childcare Arrangements**

If am unable to work due to illness or for any other reason, I will try my best to assist you in finding alternative childcare arrangements.

If you have any concerns regarding this policy please contact me.

Policy Created: 14/11/2016  
Last Reviewed : 23/02/2019



### **Internet Safety Policy**

As a childminder registered by Ofsted I must follow the requirements of the Early Years Foundation Stage / support the Early Years Framework.

Part of that framework involves children finding out about everyday technology and giving them the opportunity to use programmable toys, and ICT equipment to support his/her learning.

Recent years has seen the transformation of learning in childcare settings with the development and expansion of the use of ICT, and particularly of the internet. The internet is a fantastic resource for supporting children with their homework and social networking sites are becoming ever more popular, allowing them to chat with their friends. The internet can however also be a very dangerous place for children. Some of these dangers include:

- ) Gaining access to illegal, harmful or inappropriate images or other content.
- ) Being exposed to harassment and bullying
- ) Accidentally sharing personal / financial information
- ) Being vulnerable to online grooming by paedophiles.

I have an obligation to my minded children to ensure that they are safe and are protected from potential harm. I do this by:

- ) Ensuring children have safe access to the internet by maintaining security system/s and filters.
- ) Talking to the children about what websites they are using and not allowing children access to chat rooms whilst in my care.
- ) Discussing the importance of keeping safe on line with the children for example, not talking to people they don't know or not giving out personal information that could enable people to identify them and never to arrange to meet anyone they have spoken to online.
- ) Always staying nearby when the children are using the laptop or ipad so as I can supervise what they are doing.
- ) Regularly checking my search history.
- ) Limiting the time children spend on computers and ensure that they spend a balance of time engaged in ICT and other activities.

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

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



## Learning & Play Policy

I aim to provide a safe and caring environment where children are stimulated through play. Children learn best through play so I strive to offer a variety of activities that will support them in their development.

As an Early Years Provider, I must deliver the Statutory Framework for the Early Years Foundation Stage (EYFS) to all children in my care from birth up to age 5. I provide activities and resources that will support their learning in each of the seven development areas:

| <b>Prime Areas</b>                         | <b>Specific Areas</b>      |
|--|----------------------------|
| Communication and Language                 | Literacy                   |
| Physical Development                       | Mathematics                |
| Personal, Social and Emotional Development | Understanding the World    |
|  | Expressive Arts and Design |

The activities and resources I use in my setting include:

- |  |                              |
|--|------------------------------|
| ) Books and Dvds                                     | ) Arts and Crafts.           |
| ) Small world toys                                   | ) Music, singing and rhymes  |
| ) Construction toys (Lego, Duplo, blocks etc)        | ) Cooking & Baking           |
| ) Pretend play (toy kitchen, shop, doctors set etc). | ) Gardening                  |
| ) Dressing Up Clothes                                | ) Outdoor play and equipment |
| ) Water play   | ) Computers / ICT Equipment  |
|  | ) Outings & Playgroups       |

I will ensure there is a good mix of both indoor and outdoor activities and a balance of adult led and child initiated activities.

I will regularly observe your child and make records, either in your child's contact diary or individual learning folder. These records will enable me to make plans on how I can help your child move onto the next stage of their development and are also of course useful for you to see how your child is progressing.

Whilst there are no learning and development requirements older children, if your child is 5 and still in the EYFS, I will need to talk to your child's school teacher about how I can best compliment their learning during their time with me.

If there is a particular activity that you would like me to do with your child, please let me know. I am happy to support activities that you are doing at home or events that have happened. For example if you have been to a wedding, a new baby is expected or has arrived or you are celebrating a religious or cultural festival. I can continue this theme by providing the children with material to use and support their understanding through books and other resources.

For further information about the EYFS please go to:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

or see the **Parent's Guide to the EYFS** at:

[http://www.foundationyears.org.uk/files/2014/08/EYFS\\_Parents\\_Guide-amended.pdf](http://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)

4 Children have also published a very helpful guide '**What to Expect, When?**'

This can be downloaded from the Foundation Years website

(<http://www.foundationyears.org.uk/>) or ask me to email you a copy.

Policy Created : 14/11/2016

Last Reviewed : 23/02/2019



### **Lost Child Policy**

Children are very curious and given the opportunity may wander away from a home, garden or playgroup if a door or gate has been accidentally left unsecure. Children can also become 'lost' in busy places. The safety of your child is paramount and I will always try to ensure that they remain with me at all times.

In the unlikely event of a child going missing or becoming 'lost' whilst in my care I will take the following steps:

- ) 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 assist me in looking for the child / check the CCTV.
- ) I will provide everyone involved in the search with a description of the child.
- ) If the child is not found in the immediate area, I will then alert the police and, provide a full description and look for a recent photograph.
- ) I will alert the parents of the situation and continue to help on the advice of the police.

I take the following precautions to avoid situations like this from happening:

- ) Ensuring all exterior doors, safety gates, garden gates and fences are secure in and around my home.
- ) Ensuring small 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.

It is vital that you let me know if your child is prone to 'wandering off' or likes to play 'hiding' games. It would be very useful if you could let me know of any similar such games to avoid any unnecessary panic when out and about.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Mobile Phone, Camera and Photographs Policy**

As a registered childminder, I am required by Ofsted to provide evidence of the activities I do with your child that promotes their development. The most practical way for me to provide this evidence is to take photographs and keep them in your child's development records - Tapestry. Photographs are an excellent way of recording the activities that I do with the children and I feel that it is also important for you to see what your child has been doing. I take photographs using a digital camera or with my mobile phone.

I understand that some parents are concerned about photographs being taken of their children and for this reason I will require you to complete a permission form in order that I comply fully with your wishes.

Should you permit me to take photographs of your child whilst in my care, I will use them only for the following purposes:

- For your child's personal development records (All About Me / Learning Journey / Contact Diaries)
- As evidence of activities undertaken by the children
- For my display board and newsletters for all minded children and their parents to see

Photographs will be transferred from my mobile phone and digital camera monthly and stored on my laptop in my childminding business folder. My computer is for my own personal use and a password is required to access my documents.

*I am registered with the Information Commissioners Office as a data controller.*

I understand that mobile phones and cameras are part of everyday life. It is highly likely that your child may be photographed whilst out and about for example at toddler groups, soft play centres or the park. I will try wherever possible to keep your child out of photographs being taken by other people. If I am at all concerned that a stranger is taking photographs of the children I will call the police and inform you of my concerns.

I will never take photographs of the children while they are undressed, wearing swimming costumes or having their nappy changed etc.

I will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

Once your child leaves my childminding setting, I will delete all photographs of your child from my computer.

If you have any concerns about the above policy, please feel free to discuss them with me.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Nappy and Toilet Training Policy**

I am more than happy to care for babies and children in nappies. I will need you to provide me with the baby's/child's nappies, wipes and any creams you like to use when changing your baby/child.

A changing mat will be used which will be cleaned with disinfectant between each use, and nappy sacks for the disposal of used nappies. I will change your baby/child at regular intervals and immediately if they have soiled a nappy.

In order to help your child become independent in going to the toilet I can provide a potty (which will be disinfected after each use), toilet trainer seat (again, disinfected after each use), a step for the toilet and wash basin. If you like to use trainer pants for potty training your child I would ask that you supply me with these. A spare change of clothes should also be provided for your child in case of any accidents.

It is unusual for a child to be ready to be potty trained much before their second birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs of being ready yet. When your child does start to show signs that they are becoming aware of their bodily functions I will arrange a convenient time to meet with you and discuss your plans for potty/toilet training your child. Whilst I cannot be expected to potty train your child, I am more than happy to support you and your child through the process. It is very important that we work together so as not to confuse or upset your child.

Many parents have various techniques for potty training, some like to use a potty, then progress to a trainer seat whilst other children prefer to go straight to using a trainer seat, some use training pants, others don't. There is no right or wrong way so long as the technique you use is right for your child. It is important however to remember that when your child is in my care I cannot support certain methods. I cannot for example, allow a child to wander around with no clothes on or keep a potty in the play room. I have to consider the other children in my care and such methods are not appropriate due to safety and hygiene reasons as well as not being respectful to the privacy of the child who is potty training.

Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need during this period. I will provide you with daily feedback on how we are progressing with the training. I can also use potty training star charts and certificates as a way of rewarding and encouraging a child during potty training. Please let me know if you feel this would be helpful.

Policy Created : 14/11/16  
Last Reviewed : 23/02/19



### **No Smoking & Vaping Policy**

In accordance with the Department for Education and Skills / National Care Standards children should be cared for in a safe, hygienic and smoke-free environment. I therefore have a no smoking policy in my home.

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

I will avoid places that permit smoking wherever possible and will never take the children into smoky environments.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Outings Policy**

I believe it is important to take children on outings to support their development and to learn about the world around them. It is essential that proper planning is done to ensure the safety and welfare of all children involved.

I have the following procedures in place:

- ) I ask for written parental permission for all routine and special outings. I inform parents of any planned special trips for example to the beach, museums or a local attraction.
- ) I do a risk assessment for each place that I choose to take the children and where possible visit myself beforehand to ensure that the setting is safe and suitable for the children. This also allows me to assess what facilities are there (nappy changing, toilets etc), how I am going to get the children to and from the location safely and how I will manage them when I am there.
- ) I ensure that I take everything with me that I need, for example, emergency contact cards / high vis jackets for the children with my logo on and mobile number on, a first aid kit, nappies and changing bag, spare clothes, mobile phone, drinks and a snack.
- ) I will ensure that I have the necessary equipment and resources to keep them safe including pushchairs and harnesses.
- ) If travelling in the car I will ensure each child is securely strapped into their car seat and that the maximum number of passengers for the car is never exceeded. I will also do a quick safety check before departing, checking door locks, loose objects in the car etc. I will also ensure the car has sufficient fuel for the journey. I service my car regularly and it has a current MOT certificate. My car is also insured for childminding purposes.
- ) I will never leave your child unattended when on an outing.
- ) In the event of an emergency I carry contact cards for each child that provides information about the child (their name and an emergency contact name and number) I also carry a card that explains I am a registered Childminder.

I endeavour to organise outings to fit in with the needs of the children and try to take full advantage of any suitable community events. I will also try to plan outings suitably around weather forecasts and seasonal changes.

If you have any concerns about the above policy, please feel free to discuss them with me.

Policy Created : 16/01/2017  
Last Reviewed : 23/02/2019



### **Pet Policy**

I am very fond of animals and have a dog. I currently own a castrated male dog called Scoobie. Scoobie is a very obedient, well trained Staffordshire Bull Terrier who is nine years old and has been raised alongside my eldest son of 14 years. Scoobie is used to being around children and enjoys their company.

I believe that children can benefit a great deal from being around and having contact with animals. Looking after a pet can teach children responsibility by allowing them to contribute to the pet's daily care needs. I do however have the following procedures in place to ensure the safety of all:

- ) The children must wash their hands after contact with any animal. I explain to them the reasons behind this and encourage good hygiene wherever possible.
- ) I show children the correct way to treat animals and encourage them to treat them with respect.
- ) I explain to children that not all animals are friendly and that they should always check with the animal's owner first to see if it is okay to stroke or handle them.
- ) I keep all pet food and other animal supplies in a locked cupboard to prevent the children from accessing it.
- ) I feed my pet in the utility room of my house, in an area where the children do not play, and ensure that any feeding or drinking bowls are kept out of reach from the children.
- ) I take good care of my pet and ensure he is kept clean, and free from pests.
- ) I check my garden thoroughly each day to ensure that no animal has fouled there before allowing children out to play.
- ) Scoobie is wormed regularly
- ) Scoobie is UpToDate with his vaccinations

If you have any queries regarding this policy or would rather your child was not involved in helping to care for my pet then please do not hesitate to discuss this with me.

Policy Created : 17/01/2017  
Last Reviewed : 23/02/2019



### **Physical Contact Policy**

I am very aware that each individual child has different needs. Some children like to be affectionate and show this through hugs & kisses etc whilst others are not so physically affectionate.

I am happy to hold hands with your child, hug, cuddle, tickle or kiss them (on the head or cheek) providing both you and your child are comfortable with this. I will never force a child to do any of the above if it makes them feel uncomfortable.

On rare occasions I may need to physically restrain a child. This would be if they are at risk of inflicting harm on themselves or others or if a child tries to run into the road etc. Should I need to restrain your child I will document it in my incident book and ask you to sign it. This is to protect all parties involved. Please see my Behaviour Management and Allegations of Abuse policies.

In order to ensure hygiene routines are carried out properly some physical contact is necessary, for example to help with washing hands and faces and wiping noses. I am also happy to assist with toileting according to the age and stage of ability of the child and will change nappies regularly in order to keep your child comfortable. I will also assist with changing a child's clothes if they have had an accident.

If you have any concerns with the above policy, please discuss them with me.

Policy Created : 16/01/2017  
Last Reviewed : 23/02/2019



### **Promoting British Values Policy**

As an Ofsted registered childminder, I have a duty to promote British Values as part of the Early Years curriculum and as required by the Prevent Duty which came into force in July 2015. The Prevent Duty requires all childcare providers to understand the risk of radicalisation and know who to contact if there are concerns that a child is being drawn into terrorism or radicalised.

According to the Department for Education, the fundamental British values can be broken down as the following:

- ) Democracy
- ) The rule of law
- ) Individual liberty
- ) Mutual respect and tolerance of different faiths and beliefs

I promote British values in my setting through our daily activities and routine.

Children are encouraged to use good manners, be kind and helpful and to respect other people and the world around them. Through topics and themes, I teach children about British tradition and culture and why they should be proud to live in Great Britain. Examples of some of the things I do to promote British values are:

- ) I promote positive behaviour and teach children about right and wrong. I encourage good manners, politeness and give praise to children for being kind and helpful.
- ) I provide opportunities for children to work together through group activities and games. Children learn how to listen, take turns, value contributions from others, how to compromise and work together towards a common goal.
- ) I ensure all children are listened to and respond appropriately. By doing so children learn that their choices and opinions matter and about mutual respect.
- ) I provide opportunities for children to be involved in their local community, learn about where they live and to respect their surroundings and the environment.
- ) I use topics, themes and special dates and festivals from all over the world to help children learn about the wider world, similarities, differences, cultures and traditions.
- ) I provide and make sure that all children have access to a range of books, puzzles and other toys which provide positive images and examples of the diversity of life in our society.

I will always help children to feel good about themselves and others, by celebrating the differences which make us all unique individuals.

Policy Created : 14/11/2016

Last Reviewed : 23/02/2019



### **Settling In Policy**

I understand how difficult it is for parents to leave their child with a childminder or nursery and return to work. I have been there myself with my own child. For this reason I will work with you, wherever possible, to ensure your child is settled and that you are happy with the care that I provide.

I like to organise short settling in sessions in order for you, your child and myself to get to know each other better before contracted hours commence. This also provides me with the opportunity to gather lots of information about your child, their likes and dislikes, routines, favourite activities and how to comfort them should they become upset. It also gives you and your child the opportunity to meet the other children and parents who already use my service and let me understand any expectations you may have.

Where possible, I recommend three half day sessions for settling in (or a couple of 2 hour sessions for school aged children). You are welcome to stay with your child during these sessions but I would recommend that your stay is gradually shortened so as your child can get used to you not being there. If you feel your child requires longer to settle then we can of course arrange further settling in sessions. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. I will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are comfortable with me and happy with the care I provide.

During the first few weeks, some parents like me to send a quick text in the middle of the day to let them know how their child is. This is often a quick and simple way to provide reassurance. Please let me know if you would like me to do this. Some parents also find it helpful to call me to find out how their child is. I am happy to take your calls, but may not be able to talk for long, or even to answer the telephone if I am attending to a child's personal needs. Please do not panic if you call and there is no answer, I may be changing a nappy or assisting with toileting and unable to get to the phone. If you leave a message I will get back to you as soon as possible.

If you have any concerns regarding this policy please do not hesitate to discuss them with me.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



## **Social Media Policy**

Social Media is now one of the most popular forms of communication and used correctly it can be a very effective way of sharing news and information. There are however many risks associated with using social media including:

- ) Accidentally sharing personal / financial information
- ) Coming into contact with illegal, harmful or inappropriate images or other content.
- ) Being exposed to harassment and bullying
- ) Being vulnerable to online grooming and paedophiles.

As a registered childminder I have to take serious consideration of these risks when using social media either for my own personal use or for that of my childcare business.

I have a Facebook page which I use to advertise my childminding business. I post general news about the business, any vacancies I may have and upload images of activities that the children have been involved in or things that they have made. I also use the page to share local and international childcare news and share tips and advice on subjects relevant to bringing up children such as potty training, weaning and behavioural problems. I do not post personal information about children or their families and I do not upload photographs of children unless I have received specific permission from parents to do so.

I am also a member of some closed childminding groups on Facebook. These groups allow me to connect with other professional childcare providers and to exchange and share best practices and ideas. I am very careful to check the policies and procedures of any group before joining and will only join groups where administrators check the childcare registration details of any member requests before adding them to the group. Members of groups must adhere to rules and are regularly reminded to respect safety and confidentiality of all children and their families.

I will never post pictures of minded children, share or discuss personal information about them or their families on any social networking site or group.

For the safety of all children in my care, I do not allow children access to social networking sites whilst in my care. Further details of how I keep children safe whilst online is detailed in my Internet Safety Policy.

As part of my professional code of conduct, I will not connect with or 'friend' children or their families on any social network sites.

If you have any questions or concerns regarding this policy, please do not hesitate to discuss them with me.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



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

As a registered childminder, I follow the requirements of the EYFS and Childcare Register as set by Ofsted. I must also comply with the Equality Act 2010 and the SEND (Special Educational Needs and Disabilities) Code of Practice 2014.

I aim to provide an inclusive environment for all children and their families and am aware that some children may have special needs. I must ensure 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. I will do this by following the steps as laid out in the Department for Education SEND Code of Practice to ensure every Child receives the best possible care and development support.

### **I will ensure all children are learning and progressing well by:**

- ) Providing a wide range of resources and activities, both indoors and outdoors, that will stimulate interest and support learning in all areas of development.
- ) Regularly observing children during free play and planned activities. I will make notes of their progress in their individual learning folder and use this information to plan further activities that will further support their learning.
- ) Using progress trackers to check and highlight whether a Child is falling behind in any of the areas of learning and then implement or seek the necessary support.
- ) Regularly discussing children's learning and development progress with their parents and ways in which they could further support their child's learning and development.
- ) Making use of relevant facilities, resources and play activities in the local community and further afield.
- ) Attending appropriate training to ensure I have the skills and knowledge required to support children and their families.

### **If I feel that a child in my care has a special need I will :**

- ) Keep observational notes then share and discuss these notes with the child's parents as soon as it reasonably possible.
- ) Seek permission from parents to ask for support from outside agencies (where appropriate) then discuss any available support with parents and at all times keep matters confidential.
- ) Contact my area SENCO (Special Educational Needs Coordinator) for further guidance and support.

### **If I am caring for a child with special needs I will include them by:**

- ) Valuing and acknowledging their individuality and helping them to feel good about themselves.
- ) Talking to them and their parents about their likes, dislikes, interests and routines.
- ) Ensuring that activities are adapted to enable the child with special needs to take part. With permission from parents, I will arrange access to specialist equipment where required and consider any potential risks.
- ) Encouraging the child's confidence and independence at all times.

You may wish to refer to the following documents for further information:

- ) SEND Code Of Practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- ) SEND Guide for parents and carers: <https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Policy Created : 05/01/2017

Last Reviewed : 23/02/2019



### **Sun Protection Policy**

The damaging effects of exposure to the sun on young skin has been well documented. I will do everything I can to ensure that your child is protected.

I will need you to provide me with:

- Sun cream suitable for your child (high factor baby / child lotion), clearly labelled with your child's name.
- A sun hat (preferably a legionnaires hat to protect the neck).
- A thin top, cardigan or t-shirt with long sleeves.

I am aware that young skin may be at risk of sunburn even when there is a lot of cloud cover or it is not particularly hot. I will help your child to apply the sun cream that you have provided properly and ensure that he/she wears the hat. I will also avoid spending prolonged periods of time outdoors during the hottest part of the day. I will try and protect your child by finding shady areas and using a sunshade on the pushchair. In order to prevent dehydration I will encourage your child to drink water regularly.

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

If for any reason you forget to supply me with sun cream I will also need a signature to use my own supply.

Policy Created : 13/11/2016  
Last Reviewed : 23/02/2019



### **Use, Storage and Administration of Medicine Policy**

As my Illness policy states, I am willing to provide care for children with **minor** coughs and colds. As a parent I understand that you may wish to provide them with medication in order to relieve their discomfort.

I am happy to give your child non-prescribed medication, such as cough mixture, Calpol or Nurofen, teething gel etc, but only if you have signed a parental permission form for me to do so.

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 will need to make a note of 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 a self-held medication please obtain an additional one for me to be kept at my home. Older children can easily forget to bring home an inhaler. If your child has acute allergies and carries/needs an epipen, please discuss this with me. I may need to seek additional training to administer these forms of medication.

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. 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 / or to prevent the spread of an infection to others.

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.

I will record all medication administered in the childs personal files. I will also request a parental signature at the end of each day.

If you have any concerns regarding medication please do not hesitate to discuss them with me.

Policy Created : 16/01/2017  
Last Reviewed : 23/02/2019



### **Visitors Policy**

As a childminder registered by Ofsted / The Care Inspectorate I am very aware of my role in keeping your child safe. Whilst it is healthy for children to mix with other children and adults, it is my responsibility to ensure the suitability of those that they come into contact with when in my care. I therefore have the following procedures in place regarding visitors in my setting during minding hours.

- ) I will never leave a minded child in a room alone with a visitor, unless I know they have been CRB cleared, for example another Ofsted / Care Inspectorate registered childminder.
- ) I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.
- ) I will not allow any visitors to take my minded children to the toilet or change their nappies.
- ) I will arrange for any maintenance work to my property to be carried out at weekends and during non-minding hours wherever possible.
- ) I ask all visitors to sign a visitors book which is available for you to look at.

If you have any concerns regarding visitors to my setting please discuss them with me.



### **Whistle-Blowing / Raising Concerns Policy**

As a registered childminder, it is my responsibility to ensure the safety and wellbeing of all children in my care. I work hard to provide children with the best possible service that I can and may employ assistants to help me in doing so. I follow strict procedures when recruiting assistants to ensure they are suitable and that I feel confident in their ability and attitude. It is also my responsibility to act on any concerns I may have about another childcare service where I feel children may be being put at risk.

It is of great importance that anyone involved feels confident about coming forward and reporting any issues or concerns they may have, whilst remaining protected from any subsequent discrimination.

All complaints or concerns raised will be taken seriously and fully investigated. Please also refer to my complaints procedure.

All concerns will be logged along with the outcome and any action taken as required by Ofsted. These records must be available to show Ofsted if requested.

Parents and assistants are encouraged to discuss any concerns they may have with me in the first instance but where they feel this is not appropriate, or when after talking the matter remains unresolved, then they can talk in confidence to:

) Pacey (Professional Association for Childcare and Early Years) [www.pacey.org.uk](http://www.pacey.org.uk)

Tel : 0845 880 0044

) Nottingham Council Early Years Team

Tel : 0115 876 4800

) Ofsted

Tel: 0300 123 1231

e-mail: [whistleblowing @ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Further details of how to raise a concern / make a complaint can also be found on the Ofsted website : [www.ofsted.gov.uk](http://www.ofsted.gov.uk) .

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## **Working In Partnership with Parents and Carers Policy**

As parents / carers you are the central adults in your child's life. It is of utmost importance for your child that we work in partnership. This will give your child continuity of care and he / she will not become confused with different boundaries or standards of behaviour. I will endeavour to work closely with you to provide quality care for your child in accordance with your values and preferences.

### **Communication**

It is extremely important that we communicate effectively and I will try to inform you of events and how your child is doing when they are being dropped off or collected each day. I understand however that as a working parent you may be in a rush to go to work in the mornings and in the evenings you may be tired and need to go as quickly as possible. I therefore like to use Tapestry which is password protected to enhance communications. I will write in your child's diary daily detailing things like what and how much your child has had to eat, naps they have taken and for how long, activities we have done, and any milestones achieved. Please feel free to write down any information or concerns about your child, particularly if you do not have time to talk with me. (Perhaps your child is to be dropped off or collected by a grandparent or friend for example and you will not have the opportunity to discuss a matter with me in person.) I would also request that you let me know if your child has had a poor sleep the night before or is feeling unwell. I am always happy to discuss your child and their care, whether in person or over the phone.

### **Contact Details**

I would appreciate it if you could inform me as soon as possible if there are any changes to contact details including phone numbers (work and mobile numbers) and those of your emergency contacts.

### **Key Stages of Development**

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, pottng training, managing behaviour or starting pre-school. As these issues arise, I will arrange a suitable time to discuss with you in detail how you would like me to take forward this part of your child's care. (This could be a ten minute appointment when you come to collect your child or a telephone conversation) It is very important that we work together on these key stages of their development so as to avoid upsetting or confusing your child and delaying their progress.

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.

### **Concerns**

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

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved.

I will always do my best to work with you to provide your child with the best possible care.

Policy Created : 14/11/2016      Last Reviewed : 23/02/2019