**CHILDMINDING**

**HANDBOOK**

**by**

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**Mission Statement**

I am a professional childcare provider; I have created this handbook to facilitate a greater understanding between parent’s and myself as the provider. This handbook covers all my childcare philosophies, business policies (plan) and expectations. Please feel free to discuss with me any questions that you may have.

My ethos is to work in partnership with parents to provide a clean, loving, home like environment for all children in my care. Everyone in my care will feel individually valued, whatever their race, religion, culture or disability. Respect towards self, others and the environment will be emphasised.

My aims are to provide a professional, quality, caring, environment where standards are high, independence can be developed and where there is a wealth of opportunity for both structured and flexible learning.

In my setting I will adhere to the Early Years Foundation Stage statutory guidance in meeting the learning and development needs of all children in my care through:

* having a robust observation, assessment and planning system which supports each unique child in fulfilling their potential, and celebrates their achievement
* supporting children to develop the characteristics of effective learning, and reflect the different ways children learn in my practice
* providing an enabling environment that promotes the 7 areas of learning that is caring, inclusive and challenging
* having effective communication systems in place for parental contribution, and in order to support the various transitions a child will experience whilst in my care

(reviewed 11/02/2015)

**Settling In Policy**

I understand how difficult it is for parents to leave their child with a childminder and return to work. I will therefore work with you to ensure your child is settled and that you are happy with the care that I am to provide.

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

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

Some parents find it helpful to call me during the day to find out how their child is. I am happy to take your calls, but I am sometimes not able to talk for long, or even to answer the telephone if I am attending to a child’s personal needs, for example changing a nappy. So please do not panic if you call and there is no answer.

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

**Enrolment Policy**

There are various forms that must have been completed and in our possession before we can assume the responsibility of caring for your child(ren). All forms are signed after consultation and mutual agreement. All the forms are as follows:

-Legal Contract and Rate Agreement Form

-Child Record Form

-Drug Administration Permission Form (when required)

-Parental Permission Form (inc. Outings, transporting in a vehicle, observations, sun protection cream application)

-Photo Permission Form

(See appendix for copies of forms)

Information about children and their families is completely confidential and will never be shared without the permission of the family, except in the interest of protecting of child.

The first month of the child’s enrolment will be classed as a trial, or setting in period. Where possible between signing of the contract and the commencement of care it would be preferable that the children come to visit at least twice. The first with the parent present and then on the second visit the child should be left in our care for a short period of time and possibly share a meal with as.

This will help with the transition period and is less stressful for the child as s/he does not feel abandoned to strangers.

During this setting in period, the parent or provider may terminate the agreement at any time if they feel the arrangement is not working. After this period, four weeks written notice is required to terminate the agreement.

I reserve the right to terminate for the following reasons:

-Failure to Pay

-Failure to complete the required forms

-Lack of parental co-operation

-Failure of child to adjust to the environment after a reasonable amount of time

-Physical or verbal abuse of any person or property

-Our Family move to another area

-Lack compliance with handbook regulations

-Serious illness of child

-Child’s behaviour causes continual disturbance

As much notice should be given from both sides where possible when terminating the agreement. I reserve the right to given written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other children in my care.

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

**Equal Opportunities and Anti-discrimination Policy**

As a Registered Child Care Provider, I will not discriminate against any child, family or group in society on the grounds of gender, racial origin, cultural and social background (including religion, language, class and family pattern), disability, health, marital status, age or sexuality.

All children will be offered an equal opportunity to fulfil their own individual potential.

The contribution made to our multicultural society by a variety of cultural groups will be treated in a positive manner. Information about varying traditions, customs and festivals will be presented to the children by a source of pleasure and enjoyment.

Children will be helped to develop a sense of identity within their racial, cultural and social groups, as well as having the opportunity to learn and respect cultural differences other than their own.

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

**Inclusion Policy**

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

The term inclusion describes the removal of barriers. To include is to embrace all children and families regardless of race creed gender or disability. In my setting diversity is valued as a source of strength and an opportunity to listen and learn from each other. I strongly believe that inclusion is about engaging in dialogue and negotiation and the importance of developing a strong partnership with families and the local community.

The term inclusion describes the removal of barriers. To include is to embrace all children and families regardless of race, creed, gender or disability. In my setting, diversity is valued as a source of strength and an opportunity to listen and learn from each other. I strongly believe that inclusion is about engaging in dialogue and negotiation and the importance of developing a strong partnership with families and the local community.

I adhere to the statutory requirement to promote Fundamental British values, according to the Prevent Duty agenda. These are:-

* Democracy: Making decisions together
* Rule of Law: understanding that rules matter as cited in Personal , Social and Emotional development
* Individual Liberty: Freedom for all
* Mutual respect and tolerance: Treat others as you would want to be treated.

This is embedded in my practice, in the ethos of my setting and in the planning and delivery of activities.

I adhere to the **SEN/D code of practice 2015** and ensure:-

* that any children with additional needs are included, that accurate records of any interventions and additional support are kept and shared with parents
* that I have an understanding of the referrals pathway and am able to make referrals, in partnership with parents, for children who may have SEN/D

I understand that inclusive practice can require flexibility and sensitivity. I will ensure this is reflected in my practice by:

* regularly updating training in order to examine and reflect upon my own practice, in order to provide for all my children and families
* being proactive in supporting children and families who may experience difficulties in understanding their rights and in accessing services and work in partnership with my local children's centre to support this
* ensuring that I work with families and children to create an environment is that is positive and enabling through resources, for example, books and stories that have some link with different cultures, clear illustrations, repeated actions and language patterns and offer visual support in the form of pictures, puppets and real objects, routines and through effective communication
* celebrate diversity through the educational activities I plan including cultural events (refer to Healthy Eating Policy)
* effective communication with parents through questionnaires, parents meetings, diaries, assessment records
* challenging stereotypes encouraging a healthy respect for each other
* liaison with local children centres, schools and other agencies where appropriate
* valuing the language and cultures of all children in my care and supporting children who may use English as an additional language
* promote a positive attitude towards bilingualism and provide opportunities for the development of the child’s home language
* ensuring that activities are practical and support the development of key vocabulary and phrases
* supporting children with SEN/D through addition resources such as visual timetables
* ensuring effective and confident transitions
* I will work closely with the family to ensure the needs of their child are met

It would be helpful for me to best support your child if you can inform me of any additional needs or support that your child has.

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

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

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

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

I would already have discussed my concerns with the child’s parents and worked with them over a period of time to address their child’s behaviour. I would have used a variety of different strategies and with parental permission sought support from outside agencies.

I would only exclude a child if their behaviour was very severe and having a continued negative impact on the other children in my care.

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

(reviewed 11/02/2015) (reviewed 12/02/2018)

**House Rules Policy**

As a childcare provider I would expect a certain amount of wear and tear in my setting. However, setting rules/or boundaries need to be developed and enforced to enable the creation of a safe, comfortable, respectful environment for everyone living in. The children will be taught these rules and will be expected to follow them with your encouragement to enhance the safety and well-being of everyone in the setting.

-children will not be allowed to stand or climb on chairs and tables

-name calling or yelling is not allowed, foul language is prohibited

-hitting, pushing, biting, grabbing, kicking, spitting or pinching other people will not be tolerated

-running will not be permitted in the house

-children may not walk around the house with food, they are to eat in the designated areas

-children are not allowed to play outside unsupervised

-older children are not allowed to pick up babies or small children

-good table manners will be encouraged and all meals will be eaten at the table

-rude, disrespectful behaviour will not be accepted, we aim to children to be respectful.

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

**Arrivals and departures Policy**

I would like to put parents mind at rest by explaining that it is normal for some children to have difficulty separating from their parents or cry when being dropped off. Please make your parting as brief as possible, the longer you prolong the departure, the harder it becomes for everyone.

It is in everyone’s best interest to be brief at collecting time’s as well. This is the time of testing, when two different authority figures are present (parent and provider). All children will test to see if the house rules still apply. During the arrival and departure period we expect parents to back up the agreed (house rules).

**Dropping off & Collection Policy**

**Dropping off:**

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpected 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/nursery and will not be able to wait for you. Please to discuss with me if you need to change your contracted hours.

**Collection:**

I will release your child from my care to adults who have permission to collect him/her. 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 photograph for me to keep on file. In the event of 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 unable, I will contact other adults from the authorised list and arrange from 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 unable to make contact with anyone I will inform Social Services and follow their advice.

**There will be a charge of £5.00 for every fifteen minutes that you are late collecting your child. However if this becomes a regular occurrence, we will need to review the contract.**

To reflect changes to our risk assessment relating to coronavirus and the Government’s social distancing rules, the following Arrival and Departure Procedures will be implemented for all children and parents with immediate effect:

**Arrival Procedures**

- Please knock on the door

– the doorbell has been covered to protect you from cross contamination.

- Stand back from the door so we can see you, giving us a safe 6ft distance.

- Maintain 6ft from other parents, waiting in a socially distanced queue when necessary.

- We will open the door and invite your child to come inside

– please prepare your child for this change.

-You will be asked

– are you and any of your immediate family members feeling healthy? Do you currently show any symptoms of coronavirus? Please answer honestly to keep everyone safe.

- Please explain to your child that they cannot bring toys from home at this time. However, you are welcome to provide a duplicate comforter to be washed and used here; dummies will be kept for sleep times in a labelled lidded pot.

- Your child will be helped to remove their coat and shoes, which will be placed on their named shelf / in their named box to prevent cross contamination (the virus can live on surfaces for up to 72 hours).

- Your child will be asked to wash their hands

– with support if necessary. All children will be supervised during hand washing and taught our routine which we will share with you, so you can use it at home.

- Your child’s arrival time will be recorded on the daily register.

**\*\*Medication administration** – you will find Medication Forms available by the door. If your child needs medication, please fill one in, sign and date it for us **before** knocking on the door. Please note that we cannot give your child medication without a completed and signed form.

**\*\*If your child is ill, keep them at home – please do not ask us to make doorstep decisions \*\*Keeping in touch**: if you have any information to share with us, you are welcome to text us or use WhatsApp or email. You will need to inform us about, for example, anything related to your child’s learning, development, current interests or progress **and** accidents, injuries or incidents at home.

(Added by Flower Girl Childcare Date: 26/05/2020)

**Absences and Sickness**

Childminder Sick No Fee

Child/Parent Sick Full Fee

**Holidays**

Childminder (15 days per annum) Full Fee

Childminder (additional days) No Fee

Child/Parent/Guardian Full Fee

Bank Holidays Full Fee

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

**Attendance**

* It is important for your child to have regular attendance over their contracted hours as this prepares for school readiness.
* I will be monitoring your child’s attendance in line with safeguarding practices.
* Please notify us of any absences.
* We will work in partnership with school if there are any concerns about your child’s attendance.

(reviewed 12/02/2018)

**Clothing and belongings:**

We like to have fun and this involves indoor and outdoor play and lots of messy activities. I provide protective overalls and bibs to protect clothes from paint and food stains etc. However this is not always reliable, so please make sure your child is dressed appropriately. If this is not possible please bring a spare set of old clothes suitable for messy play. Clothing should be comfortable and seasonally appropriate. Don’t forget hats, gloves, boots and coats for cold weather, also hats and sun-cream in hot weather (see permission forms).

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

**Supplies:**

Please could all parents provide the following items:

**Infants**: nappies, powders/ointments, wipes, pain reliever, bottles, soothers, breast/formula milk, baby food, bibs, complete change of clothes. If you wish to bring your own pushchair please could make sure it is equipped with rain cover, cosy toes, etc.

**Toddlers/children**: nappies/pull ups, wipes, powders/ointments, pain reliever, bibs, swimsuit (summer), complete change of clothes, soothers, walking reins for toddler.

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

# **Confidentiality Policy**

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 in a file, 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. No one likes to be gossiped about.

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

## Care, Learning and Play Policy

Children learn when they are in a safe and caring environment where they are

stimulated through play and when they are in a caring relationship with an adult.

I will strive to provide your child with an environment that will be caring, fun and stimulating, and that supports the characteristics of effective learning:

* Playing and exploring
* Active learning
* Creating and thinking critically

I will provide activities that support the 3 prime areas of learning:

* Personal, Social and Emotional Development
* Physical Development
* Communication and Language

And the 4 specific areas of learning:

* Literacy
* Mathematics
* Understanding the World
* Expressive Arts and Design

These activities will include:

* role Play (Dressing up, Home corner)
* books and DVD’s
* small world toys (play mobile)
* construction toys (Lego, Duplo etc)
* malleable (play dough, Clay etc)
* water/Sand play
* mark making (drawing, writing)
* creative workshop (collage, sticking, Painting)
* investigation and discovery e.g. cooking
* games and Puzzles
* computer
* outdoor play and equipment, e.g. gardening
* outings

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 are coming up or have happened. For example if you are traveling somewhere for the first time on a plane I can provide role play activities, books and other resources to help support your child to be prepared; or if you are celebrating a religious festival I can also incorporate this into my planning.

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

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Working Partnership with Parents Policy.**

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.

I aim to work in partnership with parents to meet the needs of the children in my care. All children and adults are treated with equal concern and are made to feel welcome in my home. I ensure:

* I keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications.
* All parents receive a copy of my “Childminding Handbook”, which includes my policies and procedures, detailing how I run my setting. A complete set will be available to you. Please sign to say that you agree to them.
* I will draw up and sign a written contract with you before the placement starts, which detail the expectations of the care to be provided, activities and business arrangements. The contract is signed by you and myself and dated. A copy will be given to you and any other party involved in the financial arrangements.
* I will issue receipts for all monies paid. The service contract will be reviewed each three months time or when circumstances change.
* Wherever possible I try to meet your requests for the care of your children according to your values and practices, preferences and attitudes.
* Family customs and beliefs about dietary requirements, dress code, hair and skin care, and help required with toilet and washing are respected as detailed in my Inclusion Policy.
* Records of the requirements agreed are kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.
* I will notify all parents in advance, if possible, when I am to be inspected by Ofsted so that you can contribute your views to the inspector.
* I will supply you with a copy of the Ofsted report within five working days of receiving the report.
* I will keep you regularly informed about my daily routines and childcare practices and share information about your child at parents meetings.
* I informally share information when the children are collected or dropped off, but in addition I am happy to arrange a more convenient time or method for any issues you may wish to discuss.
* I maintain a record of your details and that of an emergency contact, contact details for your child’s GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.
* Your child will only be released from my care to you (the parent/ carer), or to someone named and authorised by you (parent/carer). A password might be used to confirm identity if the person collecting your child is not previously known to me.
* If your child has been identified as on the child protection register, or as a child in need (section 17 of the Children Act 1989) I will expect you to share appropriate information e.g. other agencies involved.
* I expect you to inform me of any changes in your child’s details or home circumstances, care arrangements or any other change which may affect the child’s behaviour, such as a new baby, parents’ separation, divorce or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.
* I offer regular review meetings with parents to discuss their child’s care and education and any issues or concerns, preferably when the child is not present.
* If I do not share the same first language as the parents, I will take whatever action necessary to facilitate effective communication. This may include seeking guidance from the local early years team.
* I together with parents will make sure that the care of their child is consistent. A consistent approach benefits the child’s welfare and ensures the child is not confused.
* All complaints will be investigated. Please see my Complaints Policy**.**
* All significant incidents are recorded and will be shared and discussed with parents so that we can work together to resolve any issues
* All policies will be reviewed annually and parents views will be sought.

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 if you like to use I will provide a Parent/Childminder contact book for daily communications. I will complete a page each day that will include what your child has eaten, naps, activities, milestones achieved etc. I would request that you use this book to note down if your child has had a disturb sleep, is not feeling well or any other piece of information that may help me to provide him/her 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.

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. I

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.

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, un-aired it can fester and become a major issue.

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

(reviewed 11/02/2015) ( reviewed 12/2/2018)

# **Transition Policy and Procedures**

***“***Children’s social, emotional and educational needs are central to any transition between one setting and another” EYFS Enabling Environments, The Wider Context.

As an Ofsted Registered childcare provider working to the Early Years Foundation Stage, I am very aware of the need to support both children and their families during transitions; either to another setting or at any other times where by a child needs support in order to have an enjoyable experience.

Transitions occur many times throughout a young child’s life and can feel very exciting at the beginning or can feel extremely worrying at the end.

I will discuss any transitions e.g. new baby, moving house, parental separation, potty training, sleep patterns, soother removal, moving onto pre-school/nursery/reception with parents in advance and plan how I can support their child to make the change.

Transition this may involve reading books about starting school, visiting the school, talking with them and listening to their concerns. I can link activities to the transition and offer emotional support when needed. I can help them to develop personal care skills so they can be independent in the new setting, for example putting on their own clothes/shoes, going to the toilet unaided etc.

I am happy to work with other settings, with your permission, to help smooth the transition for your child. I can sometimes be available to take your child on visits to help them to become familiar with the new setting. If your child is starting pre-school and I am providing the wrap around care, I will make every effort to link in the pre-schools planning and activities to my own to extend your child’s learning where possible.

I will provide parents with development records on their child and a leaving profile that can then be shared with the new setting. This will aid continuity of care and support for the child.

Children experience many transitions during their time at the setting and I am committed to supporting family and children's well-being. It is important that we work in partnership together to build a clear a picture of your child so that I am able to support them, and therefore it is helpful if you can inform me of any transitions your child is about to experience. To support this process, there are a number of opportunities I have created to give us the opportunity to discuss the progress and wellbeing of your child:

Admissions procedures and process, which include:

1. child record form
2. parental consent form
3. contracts signed by parents
4. optional visits to the setting
5. explaining the importance of regular attendance
6. settling in observations
7. all about me filled in with parents
8. settling in visits with the parent (two weeks as a guide)
9. support for breastfeeding
10. giving parents and the child minder time to reflect on relationships through regular feedback, assessments and a meeting after about six weeks.
11. a copy of your child's birth certificate, your current passport or other proof of ID needs to be submitted together with proof of your home address such as a tax bill, rent book, utility bill.
12. your child's red health book needs to be produced at this time, and on request.

Transitions within the setting, which will be supported through:

1. supporting the child and family during any life changes, for example the birth of a new baby or moving to a new-home, through open dialogue with parents and child and through planned activities, such as role play, books or an all about me box
2. parental contribution supported during the two-year progress check/ integrated review
3. transitions to a new room or key person ( where appropriate)

Transitions to new settings e.g. school, which will be supported through:

1. establishing a dialogue with the new settings
2. summative transfer records completed and profiles completed which are shared with you and the new setting.
3. visits can be arranged with liaison with the key person
4. resources such as photo books created to ease transition

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

(reviewed 1/06/2017) ( reviewed 12/02/2018)

**Childminding Observation Policy**

Assessments of children progress are a statutory requirement and will help me to plan and support your child’s learning and development. They will be confidential and will include settling in, quarterly summaries, observations, photographs, children work, 2yr progress check and summative assessments.

All assessments will be shared with you at regular meetings as part of us working together in partnership.

Guidance to the Foundation Stage Curriculum states:

‘Practioners must be able to observe and respond appropriately to children.

This principle requires practioners to observe children and respond appropriately to help them make progress. This is demonstrated when practioners;

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

Depending on the age of your child I will either be using the Birth to three matters framework or the Foundation Stage Curriculum to support my work.

I will make regular observations on your child, using different mediums, for example, ticklists and tracker books, photographs, written observations or video recordings. You are welcome to see copies of any of my observations. All observations are only made for personal use and will remain confidential.

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

Parents are requested to sign a permission form to allow me to take photographs and observations, and for me to show professionals, such as Ofsted inspectors, if requested as the observations can demonstrate my ability to care for and understand an individual child’s needs as well as various aspects of my practice.

All records will be kept in your child's own profile, which will be updated regularly and available for you to look at upon request.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**The Integrated Progress Check**

It is a statutory requirement that I review your child’s progress in the year that they are two and to provide you with a summary of their development in the three Prime areas of learning. I will ensure:

* the written summary is based on quality observations of your child’s learning and achievement during their play and activities planned by me, and in consultation with you
* I will provide a designated time to discuss the progress check with you
* I will work in partnership with you in liaising with other relevant professionals, and in working through shared targets for your child’s progress
* I will liaise with other agencies where appropriate, and with your consent

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Summative Transfer records**

It is good practice to track your child’s progress so that we can ensure they are learning and developing appropriately and that I am planning activities to meet their needs and interests.

At points of transition it is important that records are passed on to the next practitioner who will be working with your child. I will ensure:

* that summative records are based on quality observations of your child’s learning and achievement, are positive and professionally written
* that I strive to build up positive professional relationships where possible with neighbouring schools and settings that your child may attend in the future
* that I receive your permission to pass on information to other professionals and that you will receive a copy of any transfer records

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Early Years Foundation Stage Profile**

In the final term of the year in which your child reaches age five, it is a statutory requirement that an EYFS profile of your child’s learning and development in the seven areas of learning is submitted to the Local Authority. If your child is in my full time care at this point I will ensure that:

* I liaise with the local authority to be best informed of the process and procedure, attending cluster meetings where offered and support given.
* I will share the results of the profile with you.
* I will comply with any moderation processes as required to do so on request.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Activities-Indoor and Outdoor Play**

The main goal of the day is to have fun, improve social skills and encourage creative expression and individuality.

**Indoor Play:**

I will use a variety of activities to accomplish the above goal inc. Free play, reading, arts and crafts, pretend play, puzzles and educational TV, and videos. I will provide a range of toys appropriate for the relevant age groups to encourage each stage of development. Children will be encouraged in positive manner to tidy away toys when they have finished playing.

**Outdoor Play:**

Children will have the opportunity to play in the garden, I will provide a range of toys inc. A playhouse, balls etc. All these will be of good standard and will be kept clean. Any gardening equipment will be safely locked away, gates and fences will be frequently checked for damage and security. We sometimes explore the garden during the day looking at bugs, watching birds and learning about nature, etc.

**Everyday experiences-domestic chores:**

The children are encouraged to play a part in helping with small domestic chores during the day e.g. laying the table, watering the plants etc. This has proven to nurture a sense of well-being and belonging in children and contributes to their development of self-esteem. It also encourages children to be independent and self-efficient.

If you have any concerns regarding the content of this policy please do discuss them with me.

**Media Policy**

All media used in my setting will be age/ stage appropriate for the children in my care, will be supplied by me and will be monitored to ensure that it is appropriate and supports the children’s learning, development and care.

Recent research has shown that excessive watching of TV can actually cause problems for some children. It can affect their social and communication skills, as there is no interaction. I will therefore ensure that I limit the time children in my care are permitted to watch television. The watching of television programs, DVDs and videos is normally restricted to:

* programmes that support the learning and development planning for your child
* an occasional short session after lunch to provide the children with a quiet time to rest and allow their dinner to go down
* an occasional short session after the school pick up to give the older children an opportunity to re charge their batteries and enjoy a healthy snack

Music provides learning opportunities to support all areas of learning, particularly communication and language and expressive arts and design. However if music is played continually as background sound, it prevents young children from developing communication skills. Therefore I will ensure:

* music is only played when part of the children's learning and development planning
* is appropriate for the children's age and stage of development

Electronic games can be helpful in developing hand eye co-ordination, timing and turn-taking, as well as other areas of learning and development.

I will discuss with parents on a regular basis the games that they are happy for their children to be playing and how long I will allow them to play.

I will work with you to develop strategies for limiting the time played so as for it not to become an issue with your child. For example time warnings, providing memory cards so games can be saved etc.

I will not allow any child to play with games that are of a violent nature. If your child wishes to bring games with them to play I would be grateful if you would discuss with me first, as I care for children of all ages and I need to ensure the suitability of them.

If you do not wish your child to play with video games or if they have a condition that might be triggered by them please let me know.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**E safety**

* I will not allow cameras, mobile phones or any other electronic device to be used in my setting in order to take images of the children in my care other than by a member of staff.
* You will be asked to sign a permission form for me to take photos/videos of your children. These will be used to observe and monitor your child’s individual development and to share with you.
* These photos are deleted from my camera/phone once printed, or, stored on an external hard disk that is kept in a secure environment in the safe.
* These images will never be posted on to any social media sites.
* I have undertaken E-Safety training as an active participant of Children's Centre led continued professional development.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015)

**Personal Possessions Policy**

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

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

If your child does have a comfort toy that they are very attached to, I would recommend that additional ‘copies’ are purchased as this can prevent great upset if it becomes lost. If you have any concerns regarding the content of this policy please do discuss them with me.

(add July 2009) (reviewed 12/02/2018)

**Child Protection/Safeguarding children:**

As a registered child care provider and in the accordance with the guidelines laid down in “The Children Act” I have duty to report any suspicious incidents as well as accidents to the relevant authorities, as the welfare of the child is of paramount importance. Any injuries that your child may have on arrival will be logged in my Accident/Incident book. A brief explanation from you on how the injury occurred will be required and your signature will be required to witness the injury. My firs responsibility and priority is towards the children in my care. If I have any cause for concern I will report it, following the Pan London Child Protection Procedures. These procedures that are held me are available on request.

I understand that child abuse can be physical, sexual, emotional and neglectful, or a mixture of these.

If I notice:

-significant changes in children’s behaviour

-unexpected bruising or marks or signs of possible abuse

-any comments made witch give me cause for concern

-deterioration in general wellbeing which causes concern

-signs of neglect

Protecting the children in my care is my statutory duty, role and responsibility. I adhere to the welfare and safeguarding guidelines in the EYFS and the following procedures ensure that safeguarding your child is embedded in my practice:

* I will update my child protection training every 2 years.
* As part of my child protection training I am aware of the **Children Act 1989** and the levels of safeguarding, and services on offer.

These are:

* Universal,
* Early Help,
* Child in Need (section 17),
* Child Protection: Children who have a Statutory Child Protection Plan

(Section 47)

I will keep a log of any children in my care who are in receipt of additional services other than universal.

* It is my responsibility to keep up to date with child protection issues and relevant legislation and Newham's local safeguarding board procedures.
* I will complete the section 11 Safeguarding audit yearly, and review every quarter to ensure that my safeguarding procedures are up to date. I will collate an evidence file which can be available for inspection.
* I ensure that I am familiar with the local safeguarding children's board procedures and Newham's Triage procedures for reporting any concerns and gaining access to support from multi agencies.
* Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information. It is my statutory duty to share this information if I feel a child is at risk.
* Parents must notify me of any concerns they have about their child, including accidents, incidents or injuries affecting the child which will be recorded.
* The welfare and safeguarding guidelines for registered childminders in England and Wales require me to let Ofsted know of any concerns that I have reported without delay.
* I am aware of the potential signs of all types of abuse (physical, emotional, sexual and neglect); recognizing that children are not always able to communicate verbally. I will be vigilant and record any concerns, reporting to the appropriate agency as required
* If a child tells me that they or another child is being abused, I will:

-show that I have heard what they are saying and that I take their allegations seriously

-encourage the child to talk, but I will not prompt them or ask them leading questions; I will not interrupt when a child is recalling significant events and I will not make a child repeat their account

-explain what actions I must take in a way that is appropriate to the age and understanding of the child

-write down what I have been told using exact words where possible

-make a note of the date, time, place and people who were present at the discussion

My concerns will be referred to Newham’s Triage service, who will have the experience and responsibility to make an assessment of the situation.

In all instances, I will record the child's full name and address, the date and time of the record, factual details of the concern for example bruising that the child may have, what the child said and who was present, details of any previous concerns, details of any explanations from the parents, and action taken such as speaking to parents.

I will promote Fundamental British Values as outlined in the Inclusion Policy above, and in accordance with the Prevent Duty

I will adhere to the guidelines outlined in The Prevent Duty, a copy of which can be made available to you (DfE June 2015)

I will be vigilant and aware of signs of children who are at risk of **female genital mutilation** **(FGM),** accessing relevant training courses, and adhere to safeguarding procedures and policy in regards to this.

I will be vigilant and aware of signs of children who are at risk of **Child Sexual Exploitation** **(CSE),** accessing relevant training courses, and adhere to safeguarding procedures and policy in regards to this.

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

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Early Help Record**

As the Designated Safeguarding Lead (DSL) I am responsible for completing the Early Help Record (EHR) when needed, with parental consent and in partnership with parents and any other professionals involved. It is my responsibility to keep up to date and current with training and information relating to the Early Help process and to liaise with my neighborhood Early Help coordinator when appropriate.

(reviewed 12/02/2018)

**Touch Policy**

It is my policy to inform parents of the nature and type of routine physical contact that their child(ren) will experience in my care. It is my belief and practice that children need nurturing and adult physical contact for their care and healthy development. This contact can be best described in three ways.

Nurturing: this includes hugs and non-intimate kissing, hand holding, gentle tickling, carrying and cuddling. However this type of contact is never made against the express wishes of child(ren).

Safety & Guidance: this includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading and guiding them and administering firs aid to injuries.

Hygiene: this includes face and hand washing, assisting with bathroom duties (as appropriate to the age of the child), nappy changing, examining rashes or unusual marks, nose blowing and assisting with or conducting necessary clothing changes.

I believe that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kissing and holding hands.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Whistle-blowing policy**

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). 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 Parents complaint policy.

Inappropriate behaviour displayed by other members of staff or any other person working with children, for example inappropriate sexual comments, excessive one-to-one attention beyond the requirements of the usual role and responsibilities, or inappropriate sharing of images will be reported to the Local Authority Designated Officer (LADO).

If you have any concerns regarding the content of this policy please do discuss them with me.

(add March 2012) (reviewed 11/02/2015) ( reviewed 12/02/2018\_

**Procedure for allegations of abuse against a childminder or childminding Assistant**

If an allegation is made against me or a member of staff I will report it to OFSTED and the Local Authority Designated Officer (LADO) and follow the family safeguarding children's board procedures.

As a child care provider working with assistants I am more vulnerable to allegations of abuse being made against my assistants or me I would take precautions to protect myself from this happening by ensuring :

* all members of my setting over 16 have an up-to-date enhanced DBS certificate
* visitors to the house sign a visitor’s book and do not have unsupervised access to the children under any circumstances parents will be informed of any planned visitors to stay at the setting
* no workmen/ women in the setting during minded hours unless unavoidable in which case parents will be notified and a full risk assessment will be documented
* I will record any incident that occurred whilst in my care informing parents and requesting them to sign my records noting any marks on the children.
* I will ask parents to inform me of any accidents that have occurred whilst outside my care, noting any marks on the children.
* ensuring that the children are supervised at all times keeping accurate records on each child and writing a daily diary if an allegation is made against me or a member of staff I will record details of all related incidents including what was said by whom with times and dates inform OFSTED within 14 days of the date the consent is raised and informal letter if you have any concerns regarding this procedure please do not hesitate to discuss them with me

Important numbers :

**OFSTED: 03001231231**

**Triage 02033734600**

**LADO 02033731462**

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015)

( reviewed 12/02/2018)

**Anti-Bullying policy**

I will not permit any form of bullying in my home

Bullying can be:

* Physical: pushing, kicking, hitting, biting etc
* Verbal: Name-calling, sarcasm, rumour spreading and teasing
* Emotional: Excluding, ridicule, humiliation, tormenting
* Racist: taunts, graffiti and gestures
* Direct or indirect (internet)

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

If a bully is left unchecked they will learn they can get away with violence and aggression.

A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult.

If I have any concerns that a child in my care is being bullied at (pre-) school, from peers, via the internet or is bullying, I will discuss the matter with you immediately. I will work with you to support your child to resolve the problem.

If your child is being bullied:

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

If your child is the bully:

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

If you have any concerns regarding your child please discuss them with me as soon as possible. It is much better to deal with these problems before they become major issues

Suggested further reading:

Preventing Bullying A Parents Guide

You can beat bullying A guide for young people

Both these publications are available from [www.kidscape.org.uk](http://www.kidscape.org.uk)

**Domestic Violence**

Domestic violence can have serious and long term adverse affects on children, and as such, if I suspect a child in my care is experiencing this, or have evidence to suggest this, I will follow the safeguarding procedures outlined above, including referral to Triage

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

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

# **Suitable people**

I will ensure all adults in my setting , whether living in, or with regular contact with your child have a current DBS according to Ofsted requirements, and *that these are updated every year as recommended by the London Borough of Newham.*

I will ensure that people working with children in my setting including myself are suitable to fulfil the requirements of their roles through rigorous systems as follows:

1. DBS - up to date *and reviewed yearly*
2. Qualifications are appropriate
3. identity checks
4. Ofsted registration
5. monthly supervisions undertaken
6. regular appraisals
7. access to appropriate training
8. monitoring of practice

If I employ an assistant I will ensure I follow the correct safer recruitment procedures and that they abide by all setting policies and procedures . I will provide a rigorous induction process to ensure they are familiar with these and are adhering to them.

At no time will I leave children in my care with an assistant for more than 2 hours.

All visitors during minded hours will be required to sign in/out and will not be left unsupervised with children at any time.

I will ensure that all staff, including myself, are never under the influence of alcohol or any other substance whilst caring for your child. If it is necessary for me or a member of staff to take medication, I will ensure that medical advice is sought, and only work directly with your child if the medical advice confirms that the medication will not impair that staff member (or myself) to look after your child properly.

All medications will be kept out of each of your child.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Training**

As a registered childcare provider I recognise the need to continue my own professional development and therefore ensure:

* all core trainings are up to date
* curriculum trainings offered to me by the LA will be regularly attended
* I shall use self evaluation to consider my training needs and then seek to fulfill these
* I will keep an impact of training log, to ensure that training I receive impacts positively on my practice
* I will provide training opportunities for any assistants working in my setting. I will complete a training impact log in partnership with the assistant to assess the impact training has on the individual practitioner, the practice within the setting, and the children’s progress in learning and development.
* I will ensure that regular appraisals and supervisions are undertaken with childminding assistants so that I can support their professional development, and ensure quality practice in my setting.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

# **Key Person**

I recognise I and my assistant are the key person for all children in my care and thus will ensure we follow the EYFS Statutory guidelines to fulfill this role by :

* being committed to meeting the individual needs of the children in my care
* supporting transitions
* building a secure relationship with you and your child.
* planning activities to meet their learning and development needs
* If I employ an assistant I will allocate key children as appropriate and ensure that they fulfil the role effectively.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Staff : child ratios**

I will ensure that all times I meet the correct child: staff ratios for my setting in accordance with the EYFS statuary guidance. (Ref: page 21)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Sick Child Policy**

Sick children should not in general attend to the childcare setting. Although mild snuffles need not necessarily prevent a child from being minded. The following policy will be strictly adhered to, for the health, wellbeing and safety of all concerned.

However an infectious disease, diarrhoeas, Chicken Pox etc. is a reason for child to stay at home. I would expect parents to make judgement, however the final decision is at my discretion.

Under no circumstances may a parent bring a sick child to be a cared for on my premises. Bringing an infectious child into my setting places my put other people’s children, assistants and me at risk. If I am ill, I am unable to care for any children. Parents/carers should be aware that I may, occasionally be unable to care for your child due to illness in me or my own children, parents/carer must therefore have alternative emergency arrangement in place.

I recognise the need to ensure all children are protected against sickness and infectious illnesses whilst in my care and I will ensure that all parents know and accept the procedures below should their child become unwell, sick or infectious.

In light of COVID-19, I will be asking parents/carers to provide regular updates on the health of their family/household in order to protect others that are using my service and my own family. I will share updates about my own family’s health. Sick Children - COVID-19 If a child becomes unwell with a new, continuous cough or a high temperature they must be collected and parents will be advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they will be moved to a ventilated room where they can be isolated behind a closed door, with appropriate adult supervision. If it is not possible to isolate them, I will move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom, which will be cleaned and disinfected using standard cleaning products before being used by anyone else. I will wear appropriate PPE when caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They will wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell and the affected area will be cleaned with normal household disinfectant Should I or any family member develop symptoms of coronavirus I will get tested, self-isolate for seven days and fellow household members will self-isolate for 14 days. In this circumstance, you will not be charged for any period that I have to close my setting and I will help you Pind alternative childcare if required. All staff and children who attend my setting will be able to access a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where a child tests negative, they can return to my setting and their household members can end their self-isolation in accordance with government guidance. Where a child, or staff member tests positive for COVID-19, the other children within my setting will be sent home and advised to self-isolate for 14 days. The other household members of these families do not need to self-isolate unless their child subsequently develops symptoms.

If the child shows any sign of illness, or is unable to participate in the normal routine day care program, the parents will be contacted. The parents will be expected to come and pick the child up ASAP. If the parent(s) cannot be reached, the emergency contact person will be called and asked to come and pick up. I will keep the parents/carer, or if necessary, the designated emergency contacts, to advise the condition of their child. I will, if necessary obtain their permission for administration of medicine.

I will keep the parent/carer informed of condition of their child until collection.

I will advice other parents if necessary.

Sick children expose other children to the spread of their illness and require additional one to one care and attention; moreover, sick children want to be cared for by their parents in the comfort and security of their own homes.

A child with an infectious disease will not be able to return to my care until fully recovered. If your child has had diarrhoea or sickness in the last twenty-four hours please **do not** bring them, but do call and let me know and also ensure that your child has gone 48 hrs without sickness before they return to my care.

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. If you are not available I will contact your emergency contact number. Please ensure that this is kept up to date.

I am happy to administer current **prescribed** medication after obtaining a signed consent form but not within a **48hr** period of the medicine first being taken due to the possibility of your child having an allergic reaction to it.

If you have any concerns regarding the content of this policy please do discuss them with me.

(update June 2011) (reviewed 11/02/2015) ( reviewed 12/02/2018) ( reviewed 23/1/2019)

**Medical Emergencies**

Every effort is made to keep the children in my care safe and secure, through supervision and childproofing. However, minor bumps, bruises and scratches are inevitable.

Minor injuries: receive the appropriate first-aid as defined during my appropriate training.

Hospital: if any emergency injury or illness occurs, you will be contacted as soon as possible. If necessary your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be contactable at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Medical Consent Form: all parents are required to sign a document giving permission to seek emergency medical treatment for their child, should the need arise.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Administering medicine**

Whilst I am caring for your child I am happy to administer prescribed medicine should the need arise, providing you have signed a parental permission form for me to do so.

* I will only administer medication currently prescribed for your child by your GP or through the minor ailments scheme.
* If your child has a self-held medication (i.e. an inhaler) please obtain an additional one to be kept at my home.
* If your child has acute allergies and carries/needs an epi-pen, please discuss the matter with me. I will need/ have had additional training to administer this form of medication.
* If your child needs to take medication prescribed by a doctor, please discuss this with me. The details of the medication will need to be added to the 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 in some instances to prevent the spread of an infection to others.
* 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.
* When I receive any medication from you to administer it must be in its original bottle/container and not decanted. It must have the manufactures guidelines on it and if prescribed the details of the doctor/pharmacy. It must also be clearly labelled with your child’s name. 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.

**I will record all medication administered in my fillies and request a parental signature.**

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Food and Nutrition Policy**

This policy is in place to inform parents and team members about nutrition and mealtimes at Flower Girl Childcare setting. It is in place to help identify and cater for individual food requirements and to promote healthy eating in a relaxed atmosphere. It aims to promote consistency between packed lunches brought from home, and food provided by nursery. Flower Girl Childcare setting is committed to ensuring that the food provided supports the development of healthy eating practices. We understand that early food experiences have an important effect on adult eating patterns and may influence attitudes to eating. Mealtimes are enjoyable social occasions that provide an opportunity to encourage good communication skills and language development. Mealtimes are also when children’s natural curiosity for exploring new concepts will be extended to introduce new tastes and textures. 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 lunches, snacks and drinks, or to cook/ serve food that you provide for them and to discuss menus with you. I can also 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.

**Where parents provide meals for their children to eat in my setting I will provide chilled storage for packed lunches and appropriate storage areas for other foodstuffs. Any food containers brought into the setting will be wiped with antibacterial wipes and stored in line with Government guidance. I will also provide children with clean and age-appropriate crockery and eating utensils.**

**In light of COVID-19 and the risk of infection I will ensure children’s plates, cutlery and cups are not shared and are cleaned and disinfected regularly.**

I will follow procedure according to my training:

• \_I will have a valid food safety level two cer5ficate and ensure that it is updated according to guidelines

• \_prepare food in accordance with all guidelines set out in the food safety training

• \_promote a posi5ve attitude to healthy eating access to healthy op5ons which are safe and will promote general good health as laid out in the government guidelines

• \_signpost you to local Children's Centre/ health visitor where appropriate

• \_provide and promote a well balanced diet and promote a healthy lifestyle to enhance general well-being

• \_I will ensure that I ask for any information on allergies prior to your child starting my setting and will undertake/ have undertaken the FSA allergy awareness training.

• \_I will ensure that water is available for children to drink at all 5mes.

• \_Our aim is to provide children in my care with a tasty varied diet.

• \_all the children in my care will have suitable healthy food and snacks made available to them • \_water/drinks will be available at all the 5mes

• \_parents will be advised if their child is not ea5ng well

• \_withholding food will not be used as a form of punishment

• \_parents of children who are on special diets will be asked to provide as much information as possible about suitable foods. In some cases they may be asked to provide the food themselves • \_I will sit with the children whilst they are eating to provide a good role model for healthy eating

• \_children will be encouraged to develop good eating skills and table manners

• \_oral health will also be promoted.

• \_Promote healthy eating using resources within the nursery

• \_The setting will prepare formula milk and endeavour to follow baby’s home feeding routines. The setting has a dedicated milk preparation area and we can also store and prepare boxes of expressed milk if you’re breastfeeding

• \_We provide foods from the diet of each of the children’s cultural backgrounds, providing children with familiar foods and introducing them to new ones

• \_Food for babies through the weaning stages will be provided. Team members/key person will discuss with parents the individual needs for their child

• \_Individual dietary requirements required for medical or cultural reasons will be respected and where possible catered for. We will gather information from parents regarding their children’s dietary needs including any allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child

• \_A balanced and healthy breakfast, evening meal and two daily snacks are provided for children attending a full day at the nursery

• \_Menus will be planned in advance, rotated regularly and reflect cultural diversity and variation. These will be displayed for parents to read

• \_We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings

• \_Menus will include servings of fresh fruit and vegetables

Team members providing meals and snacks for the children will:

• \_Be offered opportuni5es for relevant training and development

• \_Under the Food Safety Act, 1990, persons preparing food will hold a food hygiene certificate or have been given training in the food hygiene procedures of the nursery

During meals, the nursery team will:

• \_Make mealtimes an enjoyable, social occasion.

• \_Use meal and snack times to help promote children to develop independence through participate in the preparation of meal when appropriate, making choices, serving food and drink, and feeding themselves

• \_Encourage children to try a bit of everything, but not make a fuss if they don’t want to

• \_Encourage children to eat the ‘healthy’ components of their meal before any ‘treats’.

• \_Praise a child when they try something new

• \_Model good eating habits by sitting and eating meals with the children.

• \_Encourage lots of conversa5on, table manners, and use of words such as ‘please’ and ‘thank you’.

• \_Encourage the children to stay sat at the table until most of the children have finished

• \_Not rush children if they are slow eaters

• \_Encourage the older children’s independence by letting them take turns to hand out plates, cups, cutlery etc., then wash up, dry up and wipe the table after the meal if appropriate to their age and development.

Packed Lunches

As fridge space is limited in my setting, parents are advised to bring packed lunches in insulated bags with freezer blocks where possible to stop the food spoiling. There are a number of ways to keep packed lunches cold:

- commercial gel packs

- water frozen in a rigid, leak proof plastic container - ice cubes in a leak proof container

- a frozen juice carton (not a fizzy drink)

– freeze the juice carton in the freezer and use the frozen carton (wrapped in kitchen roll to prevent dripping) in the lunch box to keep the other foods cool. The carton will have defrosted by lunchtime.

Guidance for what to include:

Every day:

• \_At least one portion of fruit and one portion of vegetables

• \_Meat, fish or other source of non-dairy protein (e.g. len5ls, kidney beans, hummus, falafel)

• \_A starchy food (e.g. bread, pasta, rice, couscous, noodles, potatoes or other types of cereals) • \_Dairy food (e.g. milk, yoghurt, cheese, fromage frais or custard) It is recommended that an oily fish (e.g. salmon) is included around once every three weeks.

Drinks: Only water and milk,

Guidance for what not to include:

• \_Snacks, such as crisps.

Instead, include seeds, savoury crackers or breadsticks. Fruit and vegetables or dairy food is also a good choice

• \_Confectionery such as chocolate bars and especially sweets. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal

• \_Meat products such as sausage rolls, individual pies, corned meat and sausages/ chipolatas should be included only occasionally

• \_Fizzy drinks

• \_Please be aware that we do have children and team members with severe allergies to nuts – thank you for not including them in your child’s packed lunches. The childcare setting recognises that some children may require special diets that do not allow for the standards to be met exactly. In this case parents are urged to be responsible in ensuring that packed lunches are as healthy as possible. If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018) (reviewed 15/11/2018) (updated 28/08/2019) (updated 15/05/2020)

**Breastfed Baby Policy.**

Flower Girl Childcare setting advocates breastfeeding.

All mothers with children of breastfeeding age who attend the childcare setting will have access to clear and impartial information to enable them to continue to breastfeed/provide expressed breast milk whilst their child attends the nursery.

Members of staff will not discriminate against any woman in her chosen method of infant feeding and will fully support the choice the mother has made.

Flower Girl Childcare aims to promote breastfeeding as a normal everyday activity as part of the child's routine

All staff will adhere to the principles of this policy.

Any deviation from this policy must be justified and recorded.

The policy must be communicated to all members of staff at the setting including new members of staff as part of their induction programme.

The policy will be made available to all members of staff, parents, careers and other lead professionals.

**Responsibilities of the Flower Girl Childcare setting are as follows:**

* The facility must be set between 0-4 degrees centigrade (this needs to be checked daily).
* The milk must be stored in the main body of the fridge and not the door.
* The milk must be used in date order.
* When stored, the cream and the milk may separate out. This is normal.
* Shaking the bottle is not necessary.
* Acknowledge that breast milk may not always be white in colour.

A blue, pink or yellow hue is normal and does not indicate a problem with the milk.

* Only re-heat EBM by standing the bottle in hot water ensuring water doesn't enter the bottle when warming as it will contaminate the milk.
* The setting should provide a quiet space with an appropriate chair for the mother to use to feed her infant.
* Staff should wear disposable gloves when handling EBM.

Upon first visit and induction, parents of a breastfeeding infant will be made aware that the setting is breast feeding friendly and a copy of the policy made available.

The setting will actively encourage any mother who wishes to continue breast feeding upon return to work/college etc.

**Breastfeeding on premises:**

Settings must be able to provide facilities for those mothers who wish to feed their infant at the setting. For example, a mother who wishes to breast feed during her lunch break.

**Responsibilities of the Mother**

* The mother should give the setting prior notice of when she intends to attend to feed her baby.
* Breast milk must be stored and prepared under the correct conditions for the safety and health of the child.
* The following procedures must be followed by both the mother and the staff to enable expressed milk to be given to an infant attending the setting.
* Mothers wishing to bring expressed breast milk (EBM) into the setting should be aware of this policy and given a copy upon request
* Breast milk can be expressed by hand or pump (electric or manual).
* Breast milk must be handled and stored carefully to reduce cross infection.
* Breast milk should be brought into the setting in appropriate sterilised bottles/container.
* The bottles must be clearly labelled with the following:

Mother's name -Childs name -Date and time expressed -Mother's name - if frozen, date the EBM was removed from freezer.

(Updated 9/09/2018) (reviewied 28/08/2019)

# **Accident and Incident**

As a registered child care provider (or assistants left alone with children), I am legally required to have a valid paediatric first-aid certificate should an incident require me to be able to carry out basic first-aid.

It is my absolute priority to keep children safe while they are in my care. If an accident occurs I will follow the following procedure:

1. I will reassure and comfort the child while making sure that the other children in my care are safe.
2. I will administer first aid where appropriate.
3. If medical assistance is required I will call for an ambulance.
4. If I have to accompany or take a child to hospital I will contact the child’s parents as soon as possible requesting that they meet me at the hospital.
5. If the child does not require hospital attention I will wait until the child is more settled and then I will contact the child’s parents to inform them of the accident/incident.

If there is an accident or incident which your child is not involved with but results in me leaving the childcare setting to attend doctors/hospital, my emergency back-up cover will take over the care of your child and may contact you to collect your child straight away.

If I have an accident, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted. They may then contact you to collect your child.

**After every accident/incident, however minor, I will complete an accident report form, which you will be asked to sign and receive a copy of. I will keep these records for up to 10 years**

If the accident/incident requires medical treatment then I will inform Ofsted within 2 days, my insurance company for additional advice/support.

**It is very important that you keep me informed regarding your child’s condition following the accident/incident & if you have sought medical advice.**

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Hygiene**

It is very important in order 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 and snacks.
* I will assist the children in hand washing, ensuring that they are washing and drying them correctly, *using paper towels/ their own towel provided by you.*
* 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 disinfect my changing mat between uses.
* 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.
* In order for me to carry out these procedures effectively I request that you let me know if your child is feeling or has been unwell.

I encourage children to learn about good hygiene by promoting regular hand washing and not to touch mouth, eyes and nose where possible. In light of COVID-19 children will be supported to wash their hands for 20 seconds on arrival at the setting, after coughing or sneezing, before eating or any individual food preparation, after touching any pets, after using the toilet. I will provide liquid soap for hand washing; each child will have their own individual towel or use paper towels. In light of COVID-19 a risk assessment will be carried out to identify toys that pose the greatest risk, and steps taken to minimise that risk. Where messy/malleable play activities are provided, these will be available to individual children and not shared. Personal protective equipment will be used in the following situations (intimate care needs e.g nappy changing) or if a child becomes unwell with symptoms of coronavirus while in the setting in accordance with relevant Government guidance.

**I will not care for a child who has had an upset stomach in the last 48 hours**

To promote good hygiene, I:

-Ensure all surfaces, equipment. Toys and utensils are kept clean and dangerous items repaired or discarded.

-Ensure all meals and snacks provided are nutritious and washed, prepared and stored correctly,

As a part of my service I provide: breakfast, lunch, dinner, drinks and snacks (in the morning and afternoon). If this is not convenient it is suggested that the parents bring a pack lunch for each child. If your child has allergies and/or requires a special diet, please inform me in writing. I do not force children to eat, but they are encouraged to try different foods and tastes.

- Ensure all matters of personal hygiene are attended to the appropriate manner.

(add November2010)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Hand Hygiene Policy**

Flower Girl Childcare aims to keep children happy and healthy by supporting the children to understand the importance of hand washing. Good hand hygiene is the most effective way of preventing transmission of Infection, and staff will support children in using the proper technique for hand washing.

1. Childcare provider will role model hand washing procedures

2. Childcare provider will discuss with children the importance of hand-washing and include hygiene practices in the program

3. Childcare provider will supervise children’s hand-washing

4. Children will be reminded to wash their hands at the appropriate times such as after going to the toilet, before eating and after handling animals

5. Songs will be used to help children to remember the procedure and to make it a fun part of the routine

6. Parents are encouraged to practice good hand-washing techniques at home to assist in children’s learning

7. Children and practitioner alike will wash their hands before eating and or serving food.

8. Practitioner are aware that wearing gloves does not replace the necessity of hand-washing.

9. Children, practitioner and visitors should use hand-washing effectively to prevent the spread of infectious disease, and:

10. Ensure safe, well maintained age appropriate facilities are available for washing hands with soap and running water in the immediate vicinity of areas where children or staff use toilets, nappies are changed, food is stored, prepared.

11. Ensure effective drying of hands.

12. Ensure children, visitors, staff and persons normally working or visiting the setting, use liquid soap or individual soap sheets in preference to germicidal solution or soap bars as microbial contamination is less likely to occur.

13. Replace liquid soap bottles or re-fill them, and wash out the bottle and the dispenser between refills.

14.Hand washing facilities are available for each child in toilets, nappy changing areas, food preparation areas and cleaning areas.

15. Children can avail of the hand washing facilities when they need and they will be encouraged and supported to practice this skill.

16. Wash hand basins should have hot and cold mixer taps that are thermostatically controlled to ensure that hot water is no hotter than 43° to avoid scalding and facilitate hygienic hand washing.

17. Staff will encourage children to wash their hands after using the toilet, before eating any food and after playing outside.

18.Guidelines on handwashing are displayed in the Service.

These guidelines incorporate visual images that are appropriate for staff and children. Staff must wash their hands before the following:

1.The start of the work shift

2.Eating, handling/preparing food or assisting/feeding a child;

3.Preparing meals, snacks and drinks (including infants’ bottles).

Staff must complete hand washing after the following:

1.Using the toilet or helping a child to use the toilet;

2. Nappy changing/handling potties;

3. Playing, or handling items, in the playground – e.g. toys, sand, water;

4. Handling secretions e.g. from a child’s nose or mouth, from sores or cuts, blood or body fluids (faeces, vomit, spit, nappies, pads, pus and urine);

5. Handling or dealing with waste or rubbish;

6. Handling of raw meat;

7. The removal of disposable gloves and/or aprons;

8. Washing/handling of soiled clothes;

9. Coughing or sneezing;

10. When hands are dirty.

Remember

• Hands are washed with warm water and liquid soap.

• Cuts are covered with water proof plasters.

• A hand cream is used to protect staff skin.

• Nails of staff are clean and short.

• Alcohol hand rubs are useful, but they will not kill germs that cause diarrhoea.

• Do not wear jewellery on hands, a plain wedding band is acceptable.

• Nail polish is not acceptable.

• Liquid soap dispensers are utilised .

• Dry hands properly with paper towels.

Hand washing should be performed as follows:

• Wet hands under warm running water to wrist level

• Apply liquid soap. Lather it evenly covering all areas of the hands for at least 20 seconds. Include the thumbs, fingertips, palms and in between the fingers, rubbing backwards and forwards at every stroke (see posters below)

• Rinse hands off thoroughly under warm running water

• Dry with paper towel using a patting motion to reduce friction, taking special care between the fingers

• Use the disposable paper towel that has been used to dry the hands to turn off taps

• Dispose of the disposable paper towel in a waste bin using the foot pedal to avoid contaminating hands that have just been washed

(add 19/05/2020)

# **Sun Protection Policy**

The damaging effects of exposure to the sun on young skin have recently been well documented. I will do everything I can, working in partnership with you, to ensure that your child is protected.

I will need you to provide me with:

* Sun Cream suitable for your child (high factor)
* Sun hat (preferably a legionnaire’s 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.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Toilet/Potty Training Policy**

To be successful, the process of toilet training has to be approached in a relaxed, positive manner and a joint partnership between the child care provider, parents and child. When your child is ready for toilet training we will discuss a plan of action. It is proven good practice that the parents begin the process at home during the holidays or on a weekend. I will then continue your good work and encourage your child while they are in my care. During this stage of your child’s development it is essential that parents bring along a reasonable amount of extra clothing (pants, knickers, socks, trousers, etc.) in case of “accidents”. It is also important that the child is dressed in clothes that are comfortable and easy for them to remove in a hurry.

# Occasionally children do have “accidents” and soil their clothes. These incidents will be treated with discretion and the child will be treated with the up most respect. No form punishment or humiliation will ever be used during toilet training as this all apart of growing up.

I will be more than happy to care for babies and children in nappies. I will need you to provide me with your baby/child‘s nappies, baby wipes and any creams you may use when changing your baby/child. These need to be clearly labelled with your child’s name.

* I will provide a changing mat, which will be wiped over with disinfectant between each use and nappy sacks for the disposal of used nappies. I wear plastic gloves when changing your child’s nappy /I will wash my hands with antibacterial hand wash before and after changing your baby/child’s nappy.
* I will change your baby/child at regular intervals and immediately if they have soiled a nappy. Changing a nappy provides lots of opportunity to communicate with your baby/child and as their understanding grows it provides time to discuss basic hygiene issues, preparing them for potty training.
* When your child starts to show signs that they are becoming aware of themselves needing to go to the toilet, we will arrange a convenient time to meet and discuss our plans on potty/toilet training your child so that we can work together in this to give your child the support and reassurance they need during this period. I will provide you with daily feedback on how we are progressing with the training.
* In order to help your child become independent in going to the toilet I can provide a potty (which will be disinfected after each use), toilet trainer seat (again, disinfected after each use), steps for the toilet and sink. I would request that you bring a change of clothing and several pairs of pants in case of accidents.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Nappy changing** **Policy**

No child is excluded from participating in our nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

**Procedures**

All staff are responsible where possible for changing nappies and toileting accidents in their designated group.

* Changing areas are warm with safe areas to lay children.

Each child has their own box where possible with their nappies or pull ups, creams and changing wipes for those children with allergies, if a box is not available a basket is provided.

Gloves and aprons are put on by staff before changing starts and the areas are prepared. The area is cleaned with anti-bacterial spray after each change.

All staff are familiar with the hygiene procedures and carry these out when changing nappies.

In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.

All staff are gentle when changing; they avoid pulling faces and making negative comments about ‘nappy contents’.

All staff do not make inappropriate comments about children’s genitals when changing their nappies.

Nappies and pull ups are disposed of hygienically. All nappies or pull ups are bagged and put in appropriate PHS bins. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

We have a ‘duty of care’ towards children’s personal needs. If children are left in wet or soiled nappies/pull ups in the nursery this may constitute neglect and will be a disciplinary matter.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018) (review 22/01/2019)

# **Headlice**

Lice can affect people from any socio-economic background and ethnicity and do not imply a lack of hygiene or cleanliness of the infected person.

In order to try and prevent the spread of infection, I have put together the following procedure. I hope that you will work with me to prevent and treat the spread of head lice.

No Child will be excluded from my care because they have head lice and I ask that all children and parents are sensitive and understanding towards the child. The following procedures will be put in place when necessary:

* encourage all children with long hair to wear their hair up to prevent the spread of Head Lice
* request that parents check their children’s hair once a week with a special head lice comb to aid early detection.
* request that parents inform me immediately if they have discovered that their child has head lice.
* I will inform all parents using my service if a child has head lice.
* I will assist in the prevention of Head Lice by ensuring the children only use their own hairbrushes and combs and that the play dressing up hats are regularly cleaned.

Please refer to the website NHS choice <http://www.nhs.uk/Pages/HomePage.aspx>

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Behaviour Management Policy**

As a registered child care provider and member of the NCMA I aim to offer a quality child care service for parents. I will not administer or condone any form of physical punishment, humiliation or hurtful treatment to any child in my care. I endorse positive methods of discipline as a more effective way of setting limits for children. Discipline is taught through love, understanding and explaining to the child the possible consequences of their actions.

**Positive discipline means:**

-rewarding good behaviour

-encouraging self-discipline and respect for others

-setting realistic limits according to age and stage of development

-setting a good example

-encouragement, not orders and instructions

-being consistent-saying no is meaning no

-praise, appreciation and attention

-building children’s self esteem

By providing a happy, well managed environment the children in my care will be encouraged to develop social skills to encourage acceptance and welcome into “society” as they grow.

All children and adults are treated with equal concern and are made to feel welcome in my home. I recognise the need to set out reasonable and appropriate limits to help manage the behaviour of children in my care.

By providing a happy, well-maintained environment, children will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

I do not, and will not, administer physical punishment or any form of punishment with the intention of causing pain or discomfort, nor any kind of humiliating or hurtful treatment to any child in my care.

I endorse positive discipline as a more effective way of setting limits for children. I will adhere to the following procedures:

* I will expect you to inform me of any changes in your child’s home circumstances, care arrangements or any other change which may affect their behaviour such as a new baby, medication taken, parents’ separation, divorce or any bereavement.
* I will ensure all information shared will be kept confidential unless there appears to be a child protection concern.
* I will work together with you to make sure there is consistency in the way your child is cared for. A consistent approach benefits your child’s welfare and makes sure that they are not confused.
* I will only physically intervene, and possibly restrain, a child to prevent an accident, such as a child running into the road, or to prevent an injury or damage to themselves or others.
* All significant incidents are recorded and will be shared and discussed with the parents of the child concerned so that together we can work to resolve any behavioural issues.
* From time to time children will have difficulty learning to deal with their emotions and feelings and this is a normal part of child development. I will acknowledge these feelings and try to help children to find constructive solutions and liaise with their parents.
* Distracting and re-directing children’s activities are used as a way of discouraging unwanted behaviour.
* I encourage responsibility by talking to the children about choices and possible consequences.
* I aim to be firm and consistent so that all of the children in my care know and feel secure in the boundaries I set.
* I will respond positively to children who constantly seek attention or are disruptive.
* I will ensure children maintain their self-esteem when showing I disapprove of any misbehaviour.
* If I have concerns about your child’s behaviour, which are not being resolved, I will ask for a meeting for us to discuss next steps, including possible support from an outside agency/ appropriate childcare professional.

**I encourage appropriate positive behaviour by**

* ensuring the environment and activities planned for your child are stimulating and appropriate for the age and stage of development and meet their needs and interests
* I try to involve children in setting and agreeing house rules
* setting a good example, I aim to be a positive role model as children copy what they see. Children learn values and behaviour from adults
* I try to be consistent and when I say “no” I explain the reason why it is not appropriate and is considered to be unwanted behaviour
* my expectations are flexible and realistic and are adjusted to the age, level of understanding, maturity and stage of development of the child.
* I try to involve children in setting and agreeing house rules.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Safety**

It is my policy to keep children safe by assessing any risks to their safety whilst allowing them the opportunity to take measured risks to support their learning and development. In order to do this I will ensure that: I check my setting and garden every morning before the minded children arrive to ensure that it is a safe environment for the children to play in. In light of COVID-19 I will do so in line with Government guidance. In light of COVID-19 I will limit access to areas away from my setting in line with Government guidance. Any essential trips, for example school pick-up, will be assessed to minimise the risk of infection. My activities will be well planned and organised. I will plan for the unique needs of each child depending on their age and stage of development, allowing children the freedom to play and explore, develop concepts and learn how to predict and avoid dangerous situations.

To maintain a safe environment, I will:

-ensure children are supervised at all times and safety checks are made regularly, both indoors and out,

-ensure all dangerous materials and items are kept out of reach from children or placed in cupboards with safety catches,

-ensure appropriate safety devices are in place, e.g. fire blankets and guards, socket covers, smoke detectors and safety gates,

-ensure safety restrains in pushchairs, highchairs and the car are appropriate,

- ensure the MOT and Insurance for the car and Public Liability Insurance details are suitable and up-to-date.

(update April 2011)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Emergency Evacuation Procedure**

**It is a requirement that I have a fire blanket in my kitchen near the cooker. As good practice I also have a smoke alarm and carbon monoxide detector.**

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

This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the 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 (this is a whistle)
* Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
* Take:
  + Attendance Record for the day
  + Contact numbers
  + Mobile phone
* Assemble across the road from the house (at the end of the garden if leaving via the rear of the house)
* Contact the emergency services
* Comfort and reassure the children
* Arrange 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

(add March 2009)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/0/22018)

**Fire safety Policy**

My home has been inspected for fire safety and suitability as a childminding facility, by local a local fire brigade. Smoke detectors are fitted to all levels of the house and they are regularly tested and maintained. I have access to a telephone and have fire extinguishers on the ground and first floors and a fire blanket located in a kitchen. These would only be used if a fire were preventing escape from the building.

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

I have a Fire Escape Plan in place, and older children are all trained and drilled regularly. We would assemble (insert assembly point), at a safe distance from the house and check that everyone is accounted for.

Parents or their emergency contacts would be called as soon as practicable to arrange collection of children.

(update May 2010)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Naps and Quiet Times Policy**

It is important that children and babies have chance to relax and unwind after play, school, meals, etc. As part of our childminding routine the children will have the facilities and opportunities for naps and rests at appropriate times during the day. Cots will be provided for babies and a quiet, safe, comfortable area for older children. We will take parents wishes into consideration when deciding when and how long their children should nap during the day.

* I will discuss with you in detail the sleep routines you have established for your child and how I can best accommodate them into my own routine and working day as I may have school runs and preschool pickups. These discussions will need to be ongoing as the sleep of your baby will change as he/ she grows and develops.
* If you are working parent you to meet your sleep so it is vital that I work in partnership with you to provide a sleep routine for your child that fits your requirements.
* I will regularly check your child when he/ she is sleeping. if you ever have any concerns over your child's sleeping routine please discuss them with me.
* I am aware of the latest regulations according to SIDS, please refer to NHS Choices for further information.

<http://www.nhs.uk/Pages/HomePage.aspx>

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Lost Child Policy**

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 childminder 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 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
* On outings the children wear wristbands with my mobile number on them
* I teach the children about the dangers of wandering off and of talking to strangers

(add May 2012)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Health and Safety Policy**

The Health and safety of your child is very important to me and I have therefore documented the following procedures:

-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 regular risk assessment of my home and all other aspects of my childminding practise to try and make my environment safe 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 correct safety harnesses to prevent accidents, for example highchair and pushchair.

--Car seats are checked regularly to ensure they are correctly fitted.

-My car is regularly serviced and MOT. I keep the safety locks on the back doors working. My car insurance is for Business use.

-I use safety equipment appropriate for the children in my care, i.e. stairs gates, cupboard locks etc. These are checked regularly.

- I will keep my 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 fire.

-I keep my kitchen very clean, following hygiene guidelines on the storing food, keeping the fridge at the correct temperature etc., I have received food hygiene training which is update every three years.

-I ensure that the children do not have access to used nappies which are immediately placed in the outdoor rubbish bin.

-I do not permit smoking in my home.

-I follow strict hygiene guidelines to prevent contamination.

-I have strict Child protection guidelines in place (see safeguarding children policy).

-Children must stay with me when we are away from the home. Younger child will always be strapped in pushchair.

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

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

In light of COVID-19 I will be operating an arrival and departure routine to ensure social distancing measures are followed. You will be asked to drop and collect your child at a mutually agreed designated time and to stand in the marked area outside the front garden. Parents will not be invited into the setting during this period. If you need to speak with me we can arrange a mutually suitable time and method on the day.

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

If you have any concerns regarding the content of this policy please do discuss them with me.

(add August 2011) (reviewed 11/02/2015) (reviewed 12/02/2018) ( reviewed 15/5/2020)

**Promoting and Teaching British Values – Policy Statement**

The DfE has recently reinforced the need “to create and enforce a clear and rigorous expectation on all childcare settings to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At The Giles Nursery and Infants’ School these values are reinforced regularly and in the following ways:

**Democracy**:

We listen to children’s and parents’ voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

**The Rule of Law**:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

**Individual Liberty**:

Within school, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

**Mutual Respect**:

Part of our school ethos and behaviour policy has revolved around Core Values such as ‘Respect’, and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to respect by talking about how actions/words can affect others.

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

We aim to enhance children’s understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

( add September 2015) ( reviewed 12/02/2018)

**Prevent Duty Policy**

We will focus on children’s Personal, Social and Emotional Development, ensuring children learn right from wrong, mix and share with other children, value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

From 1 July 2015 all settings, registered early years childcare providers and registered later years childcare providers (referred to in this advice as ‘childcare providers’) are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. Protecting children from the risk of radicalisation is seen as part of Flower Girl Childcare wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.

The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

At Flower Girl Childcare setting it is essential that we are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms whether these come from within their family or are the product of outside influences.

We can also build children’s’ resilience to radicalisation by promoting Fundamental British values and enabling them to challenge extremist views. We will always challenge extremist and radical views. In the setting we emphasise this in daily work such as assisting the children’s personal, social and emotional development and understanding of the world (British Values).

As the child care provider who works directly with the children I am expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

As with managing other safeguarding risks, I will be alert to changes in children’s

behaviour which could indicate that they may be in need of help or protection.

I will use my professional judgement in identifying children who might be at risk

of radicalisation and act appropriately which may include making a referral to the Channel program. This programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for settings and schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Channel is available at: https://www.gov.uk/government/publications/channel-guidance

**Procedure for reporting concerns**

If I have any concerns about a particular child I will follow the settings normal safeguarding procedures, including discussing with myself as designated safeguarding lead, who will, where necessary, contact the LA triage service deemed and or LADO.

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You can also contact your local police force or dial 101 (the non-emergency number).

They can talk to you in confidence about your concerns and help you gain access to support and advice. Also, they can advise if this would be a case for Channel

The Department for Education has dedicated a telephone helpline (020 7340 7264) to

enable staff and governors to raise concerns relating to extremism directly.

Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

The designated safeguarding and prevent duty officer is Elzbieta Jankowska-Dunaj

(add August 2016) (reviewed 12/02/2018)

**Dental Hygiene**

*‘It's estimated that around one in every three adults in England have tooth decay and a survey of five year old children carried out in 2012 found that more than one in four had some degree of tooth decay.’ NHS Choices*

I would like to support you in making sure your child/children grow up with strong/healthy teeth.

The current advice from NHS Choices is that children should brush (have their teeth brushed) with a fluoride toothpaste twice a day, once just before bedtime and at one other time during the day; this should start as soon as their first tooth appears.

For most children this will be able to happen in their own home with you. If you require me to help with this routine please talk to me about it. I will require you to supply me with a suitable tooth brush, either in a box or with a head cover, and toothpaste.

To help prevent tooth decay I will only give your child water and milk to drink between meals and only give them diluted fruit juice with meals.

From six months to 1 year I will give them a free flow beaker to drink from

(as recommended by NHS Choices) <http://www.nhs.uk/Livewell/dentalhealth/Pages/Careofkidsteeth.aspx>)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Sandpit Policy**

Whilst sandpits can provide great play and learning opportunities 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.

If you have any concerns regarding the content of this policy please do discuss them with me.

(add July 2009)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Risk assessment Policy**

I have suitable and sufficient written risk assessments in place for the following areas b Risk is a normal part of life and it is important that your child experiences risk and challenge to prepare them for adult life. Thus I will endeavour to teach your child to risk manage, whilst ensuring that I take appropriate measures to safeguard them from serious harm or injury. I will:

* carry out regular risk assessments of the premises and equipment I use for the purpose of childcare, to make sure my home is safe, hygienic and suitable for that purpose
* do a daily check of the premises and equipment when I set up in the morning to make sure that everything is safe and suitable for the children I will care for that day
* complete additional and specific risk assessments for planned outings or activities
* As part of my risk assessments I ask that you sign permission forms to show you agree that your child can take part in specific activities/outings.

oth inside and outside property:

-Outings, trips and other visits

-Fire safety

-First aid

-Child protection

- Learning and development

-Boundaries and gates

-Water hazards, drains, pools, and ponds

-Hazardous substances, equipment and plants,

-Pets and other animals

-Electricity and gas, including electrical socket covers

-Doors, window and glass

-Floors and stairs

-Stacked furniture

-Kitchen areas, food preparation and access

-Hot appliances

-Hygiene, cleanliness and infection control

-Prams, pushchairs, highchairs and low chairs

-Safety harness

-Condition of toys and play equipment

-Sandpits and protection from contamination

-Furniture, equipment and toys

-Monitoring children who are sleeping

-Linens, bedding and towels

(add August 2010)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

# **Childminding Safety On Outings Policy**

When taking Children on Outings it is essential that proper planning is done to ensure the safety and welfare of all children involved.

I obtain written parental permission for all routine and special outings. I inform parents of any planned special trips for example to the coast or a local farm.

I ensure that I take with me everything I may need, emergency Contact cards for the children, First Aid Kit, Nappies and changing bag (if required) spare clothes, mobile phone, drinks and a healthy snack.

I have developed plans on what to do in the event of an emergency. I carry a contact card for each child, providing a photograph of them, their name and an emergency contact name and number. I have also a card on me that explains that I am a registered Childminder. I have also programmed ICE into my mobile telephone.

I will endeavour to organise outings to fit in with the needs of the children, and ensure that I have the necessary equipment and resources to keep them safe. These include car seats for all children up to 4 feet 5 inches tall, pushchairs and harnesses. In all trips 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 ensure that the car is properly maintained with a current MOT certificate, Tax and Insurance. I will never leave your child unattended when out, especially in the car. If I need to put more petrol in my car I will do this outside of minded hours so that I do not have to take them out on a busy station forecourt or leave them in the car whilst I pay.

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

(add January 2009)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

# **No Smoking**

In accordance with the ‘Welfare Regulations’ produced by the Department for Education and Skills; **I have a no smoking policy in my setting.**

* I will also ensure nobody smokes in any surrounding areas such as the front or back garden.
* I will not take the children into smoky environments and will avoid places that permit smoking wherever possible.
* Smoking will be frowned upon and children will be told that it is unhealthy for you.
* In my setting no form of smoking is permissible prior to or during childminding contracted time.All visitors will be required to abide by this.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Alcohol and Drugs**

* I will not release a child into the care of any adult who has been drinking alcohol or under the influence of drugs. I will contact the Newham Triage Emergency Duty Team, according to my **Child Protection policy and procedures.**
* We are all aware drugs and alcohol are now far more readily available to younger children. If I have any concerns that your child may be involved in alcohol or drugs, I will discuss the matter with you immediately.

**Fire safety Policy**

My home has been inspected for fire safety and suitability as a childminding facility, by local a local fire brigade. Smoke detectors are fitted to all levels of the house and they are regularly tested and maintained. I have access to a telephone and have fire extinguishers on the ground and first floors and a fire blanket located in a kitchen. These would only be used if a fire were preventing escape from the building.

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

I have a Fire Escape Plan in place, and older children are all trained and drilled regularly. We would assemble (insert assembly point), at a safe distance from the house and check that everyone is accounted for.

Parents or their emergency contacts would be called as soon as practicable to arrange collection of children.

If you have any concerns regarding the content of this policy please do discuss them with me.

(update May 2010) (reviewed 11/02/2015)

**Special Needs Policy**

Ofsted require me under Standard 10, to be 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.

I have therefore put the following procedures in place:

If I think a child in my care has a special need I will:

* Keep observational notes
* Share these with the child’s parents
* Discuss what support is available
* Keep all matters confidential

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

* Valuing and acknowledging children’s individuality and help them to feel good about themselves
* Seek information from parents about the child’s routines, likes and dislikes
* Adapting activities to enable children with special needs to take part
* Arrange access to specialist equipment if needed
* Consider any risk factors
* Encourage children’s confidence and independence

I will work in partnership with parents and discuss:

* Agencies that are also involved in the child’s support and care
* Equipment that the child may need
* Advice or support that will help me to provide the best care possible for their child

I will consider how I can ensure the privacy of a child with special needs whilst continuing to supervise other children in my care.

(add March 2012)

I will keep the parent/carer informed of condition of their child until collection.

I will advice other parents if necessary.

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) reviewed 12/02/2018)

**Unexpected Closure of Child Care Service**

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

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

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

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

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

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

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

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

(add March 2009)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) ( reviewed 12/02/2018)

**Pet Policy.**

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.

( update November 2009)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Visitors in setting.**

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

* Any regular visitors to my setting will be asked to complete a CM2 form and will then undertake a Criminal Record Bureau Check
* I will not leave a minded child in a room alone with a visitor, unless I know they have been 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.

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

# (add February 2012)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviwed 12/02/2018)

# **Language Policy**

This policy is for children who have English as a second Language.

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

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

I understand that:

* Young bilingual learners need time to observe, tune into the new language and try out things that are unfamiliar
* Children need to have books and stories that have some link with different cultures, clear illustrations, repeated actions and language patterns and offer visual support in the form of pictures, puppets and real objects.
* I need to keep activities practical and I need to repeat key vocabulary and phrases.

I will work closely with the family to ensure the needs of their child are met. I will seek their support to obtain books and resources in their home language.

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

(add April 2012)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Allegations Against Me**

As a registered child care provider I must notify Ofsted/CSSIW of any allegations of abuse that are alleged to have taken place while the child is in my care. If an allegation is made against me I will report it to Ofsted/CSSIW and Social Services, following the Safeguarding Children Board procedures. I will also contact Pacey’s Information Line 0800 169 4486 for advice and support.

In all instances I will record:

-the child’s full name and address

-the date and time of the record

-factual details of the concern, for example bruising, what the child said, who was present

-details of any previous concerns

-details of any explanations from parents

-any action taken such as speaking to parents

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

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Complaints Procedure**

Good communication is of most importance to the smooth running of my service. I like to be sure that any concerns or questions can be shared openly as they arise. It is important that there is a similar childcare philosophy between parents and myself, brought about by consultation and compromise.

I aim to work in close partnership with all parents, to meet the needs of their children. If there is any aspect of my service that you are not happy with would you please bring it to my attention.

I hope that you will feel able to discuss any concerns or issues that you may have with me directly, and arrange a convenient time to meet when no children are present

If you prefer, you can put the complaint formally in writing or by email to me.

It is a requirement by Ofsted that a written record of all complaints is kept and must be available to show an Inspector if required.

I will record the following:

1. Name of the person making the complaint.

2. The EYFS welfare and safeguarding requirement to which the complaint relates.

3. The nature of the complaint.

4. Date and time of the complaint.

5. Action taken in response to the complaint.

6. The outcome of the complaint investigation (for example the ways the service has improved).

7. Details of the information and findings that were given to the person making the complaint (which should have been provided to them within 28 days), including any action taken.

I will also keep a summary of the complaint to provide on request to any parent of a child for whom I childminder, and Ofsted.

This summary will not include the name of the person making the complaint. All records will be kept for 10 years.

If you feel that you are unable to talk to me, or that the matter remains unresolved then you can talk in confidence to:

Your local Children's Centre Co-ordinator Farida Patel (farida.patel@kayrowe.newham.sch.uk)

If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on 0300 123 1231

Drop off on collection time are not a good time to discuss serious problems. It may not be appropriate for the children to hear and understand what is being said. 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(ren) 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(ren) then we can arrange a more convenient time, for example in the evening or at the weekend.

It is your right as a parent to pass comment on, or make a complaint about the service provided whilst your child is in my care. I am always available to discuss any issue regarding the care of your child. Feel free to call me anytime or if the issue are sensitive. They can be discussed in privet outside of regular childcare hours.

If after consultation you are still aggrieved, you have the right to contact OFSTED and make an official comply 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 talk in confidence to:

The National Childminding Association on 0208 464 6164

Or

Farida Patel

BSiL Family Support Worker & BSiL Early Education Practitioner

Kay Rowe Nursery and Forest Gate Children's Centre

Osborne Road, Forest Gate, E7 0PH

Tel: 020 8534 4403

Maryland Children's Centre

Buxton Road, Stratford E15 1QX

Tel: 020 8534 8351

Or

Newham L A:

**Tahirah Gynn** Learning Adviser (Early Years)

Learning and Achievement Service

*Children and Young Peoples Service*

London Borough of Newham

Newham Dockside , 1000 Dockside Road , London E16 2QU

**DDI**: 020 3373 3887, **Int**: 33887

If you wish to make a formal complaint then you can contact the OFSTED Complaints and Investigation Unit on 03001231231

(update February 2012)

If you have any concerns regarding the content of this policy please do discuss them with me.

(reviewed 11/02/2015) (reviewed 12/02/2018)

**Revisions to Handbook and Contract**

All families will have their contracts reviewed on a regular basis. I reserve the right to make changes in rates and policies as I deem necessary. You will be informed in writing of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

**Additional Fees**Neither provider will require a parent to pay for additional hours in order to access their funded hours. The cost of additional hours, meals, consumables, or additional services is set by the child care provider offering the service and the parent accessing it and this will be covered within the ‘contract’. Both partners will ensure reviewed policies are in place and that all are aware and agree to abide by them.

**30 Hour Walking Partnership Policy and Procedures**

**Aim**

As part of a 30 hour walking partnership it is important to work in partnership to deliver a high quality, sustainable, flexible service to the children in our care. In order for this partnership to be viable a written Service Level Agreement has been agreed and, standardised policies and procedures are in place.

**Working in Partnership**

This partnership will provide extended 30 hour funded places for eligible working families in order to benefit participating children, families and the delivery partners.

This policy includes adjustments and additions that need to be made to the procedures in my setting to ensure the safeguarding of all those involved.  
This policy will be reviewed annually and/or when there are any changes or updates in legislation.  
Both parties will have in place all policy documentation relevant to their individual settings. These must be transparent and shared with their partner setting.

**Safeguarding**

In my setting safeguarding of the children is paramount, and both parties agree that permission must be sought from you as parents to share information across both settings.

Information sharing will be part of safeguarding the children according to our usual practice of parental knowledge and consent; unless a child is at risk of immediate harm.  
  
Systems are in place for logging concerns, incidents and accidents- all parties have signed to say they have been informed (SLA).

All handover procedures include information about any accidents or incidents which occurred before or during session:

* Nursery has an accident book that I will be asked to sign when picking up the child.
* I will bring in my accident/incident book for the key worker to sign before I drop the child at nursery.
* These procedures are by each partner involved and signed by both parties.  
    
  *Paperwork systems are in place for logging communications: - concerns, incident and accident book, referrals to Triage e.g. handover book.*

Any children who may be at risk, or need support via Early Help Record to be monitored by both settings and information shared at regular meetings.  
   
Both partners will monitor the attendance and punctuality of the children and policies and procedures are in place for “left children”.   
Any cause for concern is logged and information shared between both partners.  
Transportation of children to and from school; and on outings is set out in our policies and procedures which have been read and signed by parents.  
When using my car I ensure appropriate business insurance and MOT is in place and appropriate car seat for weight and size of child to be used.  
 **Behaviour management**Behaviour management policies and procedures will be consistent across both settings.  
  
**Child Development**Each setting undertakes their own observation, assessment and planning according to their systems in place. We will compile our own profiles, though may contribute to each other’s where appropriate.   
  
These systems will complement each other and be shared at termly/half termly planning meetings. Paperwork systems are in place for logging communications, learning profiles and summative assessment.   
  
Both partners to moderate observations of each child and compile a shared summative assessment report termly which will be shared with parents at a joint meeting termly; this will include identified targets for each child.  
  
Both partners will be aware of the varying needs for each child across the day and will balance care and learning across both sessions; routines will reflect this e.g. if a child needs a nap in the afternoon it may be more appropriate for the child to attend nursery in the morning so they can rest in the afternoon.There is a balance across both settings as children also learn in different ways and in different context.   
  
Quality of care is paramount to the wellbeing of all the children and each partner will monitor this and be responsive to the child’s needs.

**Summary of procedures**Both partners will:

* review and monitor observation assessment and planning systems to ensure high quality
* Compile effective profile of each child- as per usual for all children.
* Compile a sharing page as in home page , for specific sharing across profiles
* Book meetings and timetable parents evenings termly
* Agree and record actions from each meeting – on going
* Moderate across observations- compile format termly
* Review routines to allow for flexibility and to ensure a balance of rest and activity, according to the needs of each child

Monitor children’s wellbeing, engagement and their COEL to ensure all needs are met.

**THE LEARNING AND DEVELOPMENT REQUIREMENTS**

**Policies**

* Care, learning and play
* Working in partnership with parents
* Transition policy and procedures
* Inclusion and SEN/D Policy

**Additional policies**

* Media

**2.Assessment**

**Policies**

* Observations and assessments of your child’s progress
* The integrated progress check
* Transfer records
* Early Years Foundation Stage Profile

**3.The safeguarding and welfare requirements**

**Policies**

* Child protection
* Suitable People (Suitable people)
* Staff qualifications, training, support for skills (Training, supervision and appraisal, key person, staff: child ratios)
* Health (Sickness, administering medicine, healthy eating, accident and incident, hygiene, sun protection, toilet training, head lice)
* Managing Behaviour (Behaviour management)
* Safety and suitability of premises, environment and equipment (Emergency fire procedure, sleeping child, smoking, dental hygiene, arrival and departure, lost child, risk assessments, safety on outings, E-safety transporting children in a car)
* Equal Opportunities (See Inclusion policy section 1)
* Information and records (accident and incident)
* Complaints procedure

**Additional policies**

* Staff qualifications, training, support for skills if I have assistants working in my setting (Training, supervision and appraisal, key person)
* Safety and suitability of premises, environment and equipment (Where applicable: pet, sandpit)
* Equal Opportunities (See Inclusion policy section 1)

I/we……………………………………………………parent/s of………………………………………………………..have read and understood all of the above policies.

Signed………………………………………………. Date………………………………………………….

Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working with Parents Policy**

1. I draw up and sign a written contract with parents before the placement starts which detail the expectations of the care to be provided, activities and business arrangements.
2. Records of the requirements agreed are kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.
3. All parents receive a copy of my policies and procedures, which detail how I run my setting.
4. Wherever possible I try to meet parents’ requests for the care of their children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, hair and skin care, help required with toilet and washing are respected as detailed in my equal opportunities policy.
5. I keep parents regularly informed about my daily routines and childcare practices and share information about the children with parents using [insert your method of communication with parents, for example, a diary, which stays with the child and is shared with the parents, email, telephone, face-to-face meetings]. I informally share information when the children are collected or dropped off.
6. I maintain a record of parent(s)’ and/or emergency contact details, contact details for the child’s GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.
7. I offer regular review meetings with parents to discuss their child’s care and education and any issues or concerns, preferably when the child is not present. If I do not share the same first language as the parents, I will take whatever action necessary to facilitate effective communication. This may include seeking guidance from the local early years team.

Child Care provider Signature and Date.....................................................

Parent/Carer Signature and Date...........................................................



Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Photography Authorisation**

Parent/carer declaration

1. I give permission for my child to be photographed whilst in the care of my childminder.
2. I understand these photographs will be used only for the purposes of showing evidence of play activities and I am allowing to publish photographs on a website: www.flower-girl.co.uk
3. I fully understand that these photographs will be stored at the setting and will be made available to my child and myself at all times.
4. I understand that the negatives and discs containing photographs will be stored securely.

Video Recording Permission

1. **I DO** give permission for my child to appear on a video recording and understand my child’s name will not appear in any material written about the recording.

Childcare Provider Signature and Date ...........................................

Parent/Carer Signature and Date ..........................................



Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medical Treatment and Advice Policy**

Dear Parent/Carrier

Please note that as a professional childminder I have attended a 12 hour First Aid course as required by OFSTED. I am able to carry out basic first aid for the safety and well being of your child. All incidences of injury or illness will be recorded in the Accident/Incident and Medication Record Book. This must be acknowledged and signed by all relevant parties, including you.

It is important to note I can offer immediate first aid ONLY. After an incident/accident has occurred, it is the parents/carers responsibility to seek further medical advice in ALL circumstances as underlying medical problems may not be evident, for example:

‐ Cuts may infected

‐ Bruises could be concealing more serious injury

It is advisable to consult medical professionals such as:

‐Your GP

‐NHS Direct – Telephone Number 0845 4647

Child Care Provider Signature and Date ....................................................

I understand that I am advised to seek qualified medical advice following any accident/incident and that any decision not to do so is mine alone.

Parent/Carer Signature and Date .....................................................



Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In An Emergency**

Any emergency must be handled in a calm and orderly manner. In the event of an accident/incident: comfort and reassure child when possible, apply immediate first aid, contact parents, contact emergency service (dial 999) .

1. Arrange for emergency care and let the parents of the children know what has happened. They should collect their children as soon as possible.
2. Complete the details of the accident/incident as quickly as possible. Details can easily be forgotten in these situations.
3. Parent must sign completed accident/ incident from and acknowledge any medication that has been administered.

In the event that the child care provider/s are taken ill or an accident has occurred, emergency cover will be arranged and parents will be notified immediately. They should collect their children as soon as possible. Emergency cover with an unregistered carer will only be used in extreme situations.

Child care provider and any registered assistants must know where the children’s records are kept in case of an emergency. They should ensure that they know the procedures and regulations of the setting. Remember to always follow procedures and complete the relevant paperwork at the right time.

All registered child care provider and any registered assistants must have a current First Aid Certificate. They must know where the First Aid kit is kept and be able to check and replace its contents.

Child care provider and any assistants must ensure that they protect themselves. They must take their own doctors advice and decide whether they should have immunisations or boosters. Ensure that you are always up‐to‐date with current thinking and practice of the setting and that of the registering authority.

Child Care Provider Signature and Date ............................................

Parent/Carer Signature and Date....................................................... 

Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Outings Permission**

1. I give my permission for my child to attend outings either by foot, local transport or in childminders own vehicle in accordance with standards set by Department for education and Skills.
2. I agree for my child to travel in the vehicle being used on the understanding that the vehicle and the driver are fully insure and that my child will use the appropriate child restraints fitted in the vehicle.

I give my consent to take care of my child by the childminder assistant when childminder is going out with other children (walk and etc.)

Child Care Provider Signature and Date ......................................................

Parent/Carer Signature and Date ..............................................................

# **Parental Permission for Observations**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission to my childcare provider,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To carryout and record observations on my child, in order for her to respond to her individual needs and plan activities to support her development.

I understand that these observations are confidential and will be shared with only myself. However I do give permission for these to be shown to professionals such as Ofsted Inspectors, if requested.

Signature of Parent

Date

Signature of Parent

Date

Signature of Childcare provider

Date

**Large Play Equipment Parental Permission Form**

# I give permission for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to play on large play equipment in my childcare provider garden, at the park and in purpose built play areas under Flower Girl’s staff close supervision.

I have read and understood my childcare provider policy on large garden equipment.

Parent’s name

Parent’s signature

Date

This permission form is valid, unless withdrawn by parents, for the length of the childminding placement. It does not need to be renewed on a regular basis.

Name of Child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nappy changing system preference:**

# I give permission Flower Girl’s staff to change nappy to my

# child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

1. at one-hour intervals

2. in Flower's girl routine time ( 2 hours intervals) or at the moment of the solid nappy

3. in family routine time- please provide details:

I have read and understood my childcare provider policy on nappy changing procedures.

Parent’s name………….

Parent’s signature…………………….

Date………………..

This permission form is valid, unless withdrawn by parents, for the length of the childminding placement. It does not need to be renewed on a regular basis.