



**Under 5's policies**

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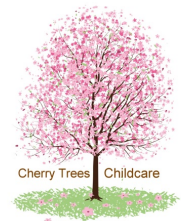
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## Admission Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of our setting is widely advertised in Places accessible to all sections of the community such as Schools, Health Centres, Doctors Surgeries and Libraries.
- We ensure that information about our setting is accessible, in written and spoken form.
- We arrange our waiting list on a first come first served basis, in addition to this we may also take into account the vicinity of the home to the setting and siblings already attending the setting.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and carers, including child minders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We work hard to ensure children who qualify for EY funding can attend the setting to receive the entitlement through my provisions, (depending on vacancies)



## Enrolment policy

There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your children. All the forms must be updated at regular intervals. The forms are as follows:

- Contract and Rate Agreement Form
- About Your Child Form
- Drug Administration Permission Form (when required)
- Permission Form

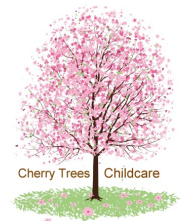
If you have any questions regarding completion of the forms, please feel free to ask. Information about children and their families will never be shared without permission of the family, except in the interest in protecting the child. Sensitive issues will be discussed in private outside of regular childcare hours.

The first month of the child's enrolment will be classed as a trial, or settling in period. Between the signing of the contract and the commencement of care we would prefer that the children come to visit at least twice. The first visit should be with a parent or responsible adult present. On second visit your child should be left in our care for a short period of time and possibly share a meal with us. This will help with the transition period and is less stressful on the child as s/he does not feel abandoned to strangers.

During the first 28 days the parent or provider may terminate the child care agreement at any time, if I feel the arrangement is not fulfilling our needs. After the trial period is complete, four weeks written notice is required to terminate the agreement. I reserve the right to terminate for the following reasons (but not limited to):

- 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 inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child
- Child's behaviour causes continual disturbance

I appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. I reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the provider or other children in attendance.



## Termination Policy

Notice required for termination of this contract is TWO WEEKS IN WRITING or FULL FEES in lieu of notice IN WRITING, this applies to both Childminder and Parents verbal notice is not acceptable.

The terms of the contract remain in force until a new contract is agreed, or the contract is terminated with the agreed period of notice. The notice period CANNOT include any period of the childminders' booked holiday. The notice period would commence/recommence on the first working day after a booked holiday.

This is to enable

- a) The parent's maximum time possible to find alternative childcare
- b) The Childminder maximum time possible to fill their impending vacancy, once they have returned from their booked holiday.

I will have a maximum of 25 days holiday per year, plus additional 8 days statutory public holidays, when no fees will be due from the parents. Bearing this in mind it would be to the parent's financial advantage, if possible to take their holidays at the same time as me.

Please be aware that if due notice of termination of your childminding contract is not given to us and there are any fees outstanding, including any fees in lieu of notice, you will be in breach of contract and as such we will seek reimbursement through the small claims court."

## Payment Procedures

Your specific rates will be outlined in your Contract. Fees are payable in arrears and are due no later than the collection time on the last contracted care day of each week, unless another arrangement has been agreed upon. Payment may be made each week by cheque or cash, as long as no cheques are returned to me for non-payment. If a cheque is returned to me for non-sufficient funds, you will be required to pay all fees that I incur as a result of the returned cheque. Childcare services will be immediately halted until full payment of fees and bank charges have been made, in CASH. In addition I will only accept cash payments from that point forward. Repeated late payments may be grounds for termination.

***Late drop-off does not constitute late pick-up***

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## Working in Partnership with parents/families

Being a Registered Childminder is a responsible role that involves sharing responsibilities with parents and their families and recognising the prime role that they play in their children's upbringing. As a Registered Childminder I will never try to take over the role of parents or to see myself as a substitute for parents.

Parents and families will be listened to as experts on their own children.

On occasion I will observe and record your child's development and progress and this will be shared regularly with parents to ensure continuity of care between the family's home and the Childminding setting.

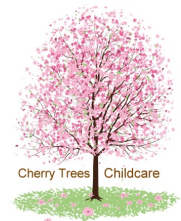
Respect will be shown for families' traditions and childcare practices, and my childcare practice will be in harmony with the values, practices and wishes of parents, as far as possible in the context of caring for children from several different families. Respect will be shown for parents' choices about working outside the home.

As part of the parent/childminder partnership a written agreement will be made, and signed by both parties, that sets out the expectations of both parties as to the care of the child, activities and business arrangement.

Prompt action is taken on any concerns raised and a record of complaints is maintained. If a child is identified as a child in need (Section 17 of the Children Act 1989), I will, normally with the parents' permission, give appropriate information to referring agencies.

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by phone or conference.

You may call me between 7:00 a.m. - 8:00 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you will leave a message on my answering machine, I will call you back as soon as possible.



## Arrivals and departures

It is normal for some children to have difficulty separating from their parents or cry when being dropped off. Please make your drop off as brief as possible, the longer you prolong the departure, the harder it gets. Be brief at collecting times, as well. This is the time of testing, when two different authority figures are present (parent & the provider). All children will test to see if the house rules still apply. During arrival and departure we expect parents to back up my house rules.

I will be ready to receive children from the time stated on our contract. If you will be bringing your child later I will need to be given 24 hours' notice, if your child is not with me by this time I will go about my normal day and presume they are not coming. If it is a case that you are running late then contact me as soon as possible to arrange to drop your child off, if I am out it may be possible that you can meet me to leave your child. I will not return home to meet you; this is a disruption and is unfair to the other children. If you can't meet me you will need to make alternative arrangements for that day or wait until I return. Full fees are still payable in all these circumstances. If for any reason you need to drop your child off early this can be arranged, let me know at least 24 hours in advance. As stated on the contract fees for outside contracted hours are charged at £4.50/hour, if you have already paid for that week's fees before this has been arranged it will be added to the next weeks bill, I do not want to be paid for it on the day.

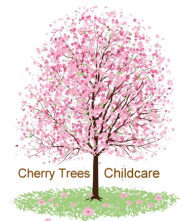
I will always assume your child will be collected at the time stated on the contract; I will plan meals, activities and outings around this. If you are going to be early let me know at the very latest when you drop your child off, if you turn up early without notice we may be out please do not contact me to ask me to come home early, again this is not fair to the other children. Or we maybe in the middle of a meal or an activity which will be disrupted by your arrival and draw my attention away from the other children. If you are going to be late, please let me know as soon as you know you are going to be late.

## Lost child

In the event of a child going missing from Cherry Trees Childcare, or being lost on an outing from my setting, I will call the police immediately. The police will then be able to advise me about informing the parents/guardian of the child and the next steps.

## Non collections

If 30 minutes have passed since the time on the contract or other arranged time and I have not heard from you I will begin phoning the contact numbers. I will continue to care for your child and feed them at appropriate times, all the while trying contact numbers. If your child is still not collected after an hour and a half after the expected time of collection I will have no other choice but to contact the authorities to report an abandoned child. Late fees are charged at £5/15 mins.



## Collections by another person

Only people that have been put on the approved collection list will be able to pick up your child. These people must be known to me or know a pass word given to me by you. In the instance of an older child, dependant on understanding, the child must be able to refer to the person by name. In any circumstance I must be notified that somebody different will be collecting the child.

It is paramount to your child that a routine is kept and you should only arrange for somebody different to collect your child when you are unable. This will also make it better for passing information on between you and me. Should anybody else be collecting the child, they must be over the age of 18; if they are in a car they must have the correct car seat appropriate for the age and size of the child as according to the law. If they are on foot and the child cannot walk a great distance then a buggy must be provided along with clothes suitable for the weather, my car seats/buggies/coats/willies etc. are not available for loan.

If the person collection appears to be under the influence of alcohol or drugs (including yourself.) I cannot prevent the child being taken, however if this person is driving I am fully within my rights to contact the police to report a drink driver and if your child is collected on foot by someone under the influence I can contact social services to report that you are not providing appropriate care for your child.

If necessary you can arrange to leave your child with me for longer whilst you arrange alternative, suitable care. This may require your child to stay with me longer than arranged, if this is the case then the out of hours fees (£4.50/hour) will be charged.





## Naps/Quiet Time

I will try to accommodate your child's usual routine to the best of my ability. I usually encourage children to have a nap after lunch. Each child has a nap mat and their own blanket and I will read them a story and sit with them until they drift off. Those that do not fall asleep will be encouraged to play quietly by doing puzzles or looking at books.

## Clothing and belongings

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. If we are going on an outing that requires your child to be dressed in something other than play clothes we will inform you in advance. 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.

Please could all parents supply the following items:-

### **Infants:**

Bottles, soothers, breast/formula milk, complete change of clothes.

### **Toddles/children:**

Swimsuit (summer), complete change of clothes, soothers.

## Nappy Changing

Children are taken into the utility room for nappy changing. This gives them privacy and contains any smells. There is a sink in this room for hand washing and any soiled clothes can be placed straight into the washing machine. Please note, first and foremost, this is my home and the utility room will therefore have clothes drying and will contain mops and buckets. Your child will not have access to the room apart from when accompanied by an adult.

## Toilet Training

When you feel your child is ready for toilet training I ask that you begin the process at home during the holidays or on a weekend. I will then follow through and encourage your child while they are in my care. Toilet training will be done in a relaxed manner in conjunction with the family.

I ask that parents supply a reasonable amount of extra clothing depending on the stage the child is at with training (including socks). During toilet training I ask that children be dressed in "user friendly" clothing i.e. clothes with elasticised waist bands or dresses, this makes it easier to remove clothing when the child is in a hurry. Occasionally children do have accidents. If and when this does happen the child will be treated with the greatest respect, no form of punishment will be used as it is all a part of growing up.

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## Activities

The main goal of day care is to have fun, improve social skills and encourage creative expression. I will use a variety of activities to accomplish this. Like all other Early Years settings we follow the Foundation Stage Framework which focuses on 7 areas of development. All areas are important and interconnected with the first three being prime areas and are particularly crucial.

### Prime

Personal Social Emotional Development  
Communication and Language  
Physical Development

### Specific

Literacy  
Maths  
Understanding the world  
Expressive Arts and Design

We will utilise a variety of experiences each day. These experiences range from exploring in the back garden (looking for bugs etc.), to watching birds building their nests, to helping make lunch and snacks. They may also include small chores e.g. watering plants. It has been proven that jobs like these nurture a sense of well-being and belonging in children and contribute dramatically towards the development of self-esteem. They also encourage children to be independent and self-efficient.

Television will be used as an aid to help children unwind and relax. The under 3's will rarely watch any TV and I limited other viewing to about one hour per day. Viewing will be limited to child friendly, educational-style DVD's/ Programs such as Thomas the tank engine, CBeebies, Bob the Builder etc. I carefully screen everything the children watch, and either watch it with them or make sure it is previously watched.



## Assistant Policy

There may be times when other adults are in the house whilst your children are present. On some occasion your child may be left in the care of my registered assistant. I am fully ensured for this but will need written agreement for you. This usually occurs if I feel the children would benefit from the situation. For example Mark currently carries out all the school runs so the youngest children can remain at home.

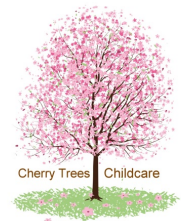
I have two assistants:

Mark Adams	Will be present most days and is responsible for the school runs. Mark holds a current Paediatric 1 <sup>st</sup> Aid and has attended safeguarding training.
Janet Boulty	Will be present during the day when I mainly have under 5's. She also occasionally assists with the school runs. Janet holds a full 1 <sup>st</sup> aid certificate and has attended safe guarding training.
Students	Students attend my setting from the Skegness Academy they are under my supervision and never left alone or out of my ear shot.

## Visitors in my Home Policy

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

- Any regular visitors to my setting will be asked to complete a CM2 form and will then undertake a DBS Check
- I will not leave a minded child in a room alone with a visitor, unless I know they have been DBS cleared, for example another Ofsted Registered Childminder.
- I will not allow any visitors to take my minded children to the toilet or change their nappies.
- I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.
- I will endeavour, when possible, to arrange for any maintenance work to my property to be carried out at weekends and during non-minding hours.



## Equal Opportunities and anti-discrimination.

To want to create an environment free from discrimination and welcoming to all, to do so we will:

- Ensure that its services are open and available to all parents / carers and children in the local community.
- Acknowledge that children can be loved and cared for in a variety of different families
- Ensure that issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and as far as possible disabilities do not inhibit a child from accessing activities.
- Treat all children and their parents/carers with equal concern and value. Helping children to develop their self-respect and that of others.
- Understand that all children have the right to be listened to and their needs be heard and met to the best of our ability.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.

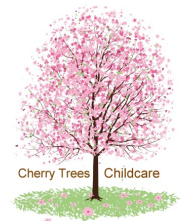
### *Special Educational Needs and/ or physical disabilities*

Cherry Trees Childcare is committed to the integration of all children in its care.

We believe that children with special educational needs and /or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children.

Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers.

I do not make it a policy to deny enrolment on the basis of a child with "special needs". However, if after a discussion with the parents of the child, we realise that I do not have the training, equipment or facilities needed to care for their child, I will be unable to supply care. This is in the interest of the child, as my goal is to meet the needs of each child and unfortunately I am not always able to do this.



## Health and Safety

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

- All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development
- I do a quick risk assessment of my home every morning before the children arrive to ensure that it is a safe environment for minded children
- All equipment will be checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchair and pushchairs.
- I will keep the safety latch on my front door, to prevent the children opening the door to strangers.
- I have procedures in place in the event of a fire (see separate policy)
- I keep my kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc
- I ensure that the children do not have access to any waste, the bins are emptied daily and any used nappies are double wrapped and placed in the outdoor rubbish bin.
- I do not permit smoking in my home (see separate policy)
- I follow strict hygiene guidelines to prevent contamination (see separate policy)
- Children must stay with me when we are away from the home. Younger child will be strapped in a pushchair; older children will either be on a harness or wrist strap, or holding onto my hand/pushchair.
- I have emergency contact details with me at all times should I need to contact the parents.
- I will work with you to teach the children about safety issues like crossing the road and stranger danger.
- Sleeping children will be regularly monitored.
- I discourage the children from keeping 'secrets'
- I will restrain a child if they are putting themselves or others in danger, for example running into a road.



## Alcohol and Drugs Policy

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

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

### Children

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

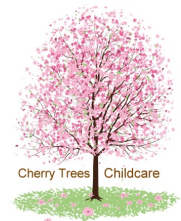
I will then work with you to support your child, however I reserve the right to terminate our contract with immediate effect if I am concerned that your child's behaviour due to drugs/alcohol may be putting the other minded children at risk.

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

## Smoking

I enforce a strict no smoking policy with in my home and garden. This is 24/7 and applies to all members of my household, visitors and parents. Please adhere to this and do not arrive at my door smoking as you will be asked to leave my premise.

I do not take children in to an area where people are likely to be smoking, if we are somewhere and people begin smoking we shall leave that area as soon as possible for example at the park we will move to another area.



## Severe weather policy

'Adverse weather' covers conditions such as snow, ice, fog, floods which render driving hazardous or unsafe conditions to travel by foot or public transport.

*If I feel that the safety of any child in my care would be compromised by a trip out in adverse weather I will abandon any plans for the journey.*

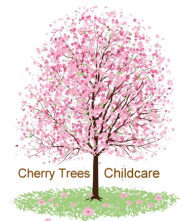
**School drop off/Pick up** – Should such a journey be required to drop off or collect a child from school/preschool, and I feel that I will not be able to safely make the journey to and from the school, or if I feel that in doing so could compromise their safety or the safety of other children in my care, I reserve the right not to make the journey. I will make you aware of my decision as far in advance as possible and I will liaise with you about what the best course of action would be to ensure the safety of your child. Your child's school will have a policy in place as a situation such as this would affect a good many children in the school and I would work in partnership with you and the school in the event that any of the above situations should arise.

**School Closures** – If I provide care for your child before and after school and their school closes due to adverse weather conditions please do not assume I can provide care for the child, although I will try to provide cover for you. I have to ensure I do not breach my Ofsted Ratios. Please make sure your child's school has my contact details in case they decide to change the times of the usual school finishing times, I will do my utmost to collect your child in this situation but it will be dependent on the requirements of other children attending the setting.

**Heating** – If my heating goes off during inclement weather conditions, I will make every effort to contact parents for them to come urgently to collect their children if the indoor temperature drops below a safe level. If parents cannot be contacted I will follow my emergency procedure. I will make sure children are kept safe;

**Electricity** – My heating and hot water are powered by gas. I have a supply of torches and spare batteries.

**Floods**- As we live in a flood zone I will take advice from the environment agency about any potential risk and act accordingly.



## Summer Sun

All children are required to wear a sun hat in the garden.

All children are required to use Sun block which I shall apply to ensure a good coverage.

Children will NOT be allowed free access to the garden between the hours of 11am and 2pm, access will be restricted to short burst in the shady area.

Free access after 2pm will be restored as the under5's garden is in 90% shade at this point.

All water bottles will be emptied and refilled more regularly to ensure water remains cool to encourage the children to keep hydrated.

## Outing Policy

I believe it is important for children to be outside and experience a wide range of activities by visiting other places.

### Regular Outings

This includes trips to the local parks, shops, school, toddler groups, soft play cafes etc. These kind of outings are often spontaneous and can be child or adult initiated and often depend on the weather.

### Planned Outings

These are outings that are either further afield eg Hardys animal farm, or local Nature Land. These are planned in advance and you will be informed giving you the opportunity to discuss any concerns or share information with us.

No matter where we are going there are a set of procedure that we follow:

- We abide with adult to child ratios and these are often lower to ensure the children's safety especially if the location is busy.
- We take contact details for parents and first aid supplies. On a day trip we take spare clothes, drinks, picnic/ snacks
- We will take a charged mobile phone so we can be contacted and contact you.





## Nutrition Policy

- Our aim is to provide children in my care with a tasty varied diet.
- All the children in my care will have suitable food made available for them.
- Water will be available at all times.
- Children will have access to bread or fruit if they are hungry between meals.
- Parents will be advised if their child is not eating well.
- Parents of children who are on special diets will be asked to provide as much information as possible about suitable foods and in some cases may be asked to provide the food themselves.
- We sit together at meal times providing a good role model for healthy eating.
- Withholding food will not be used as a form of punishment.
- Children will be encouraged to develop good eating skills and table manners.
- Our diet is mainly vegetarian but we will cook meat occasionally at the request of the children.

Any case of food poisoning affecting 2 or more children looked after in my setting will be reported to Ofsted within 14 days of it occurring

## Meals

Children can either arrive with a packed lunch or I can provide a free lunch (cooked meal in the winter, picnic style in the summer). I will supply free of charge morning and afternoon snacks of fruit/veg and juice/milk. If your child has allergies and requires a special diet, I must be informed of this in writing. I never force a child to eat what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised at what they like!



## Illness

### Sick Child Policy:

Under no circumstances may a parent bring a sick child to my setting. If the child shows any signs of illness, or is unable to participate in the normal routine then parents will be asked to collect the child. Sick children expose other children to the spread of their illness and require additional care and attention that I am unable to give. Moreover, sick children want to be cared for by their parents in the comfort of their own homes.

### Exclusion Policy:

Any communicable disease will make the child inadmissible without prior agreement. Diseases include:

- Chickenpox: excluded until all spots have scabbed or five days, whichever is the longest.
- Conjunctivitis: exclusion policy will apply in certain cases
- Diarrhoea and Vomiting: excluded for 48 hours after last bout.
- Fifth disease: excluded for 3 days from onset.
- Flu: excluded for 5 days
- German Measles: excluded for five days from rash onset.
- Hepatitis: For under 5s exclusion will apply for five days
- Impetigo: excluded until lesions are completely crusted/healed
- Measles: Five days exclusion from onset.
- Mumps: exclusion for five days.
- Scabies: excluded until treatment has started.
- Scarlet Fever: excluded for five days after treatment has started.

This list is not exhaustive, and I must be informed of all illnesses or accidents, no matter how insignificant. Exclusion may apply at my discretion, and illnesses may be generally discussed with other parents to decide if exclusion is warranted

In the event a child becomes ill and needs to be picked up, the parent(s) will be contacted and are expected to come and pick the child up. If the parent(s) cannot be reached, the emergency contact person will be called and asked to come and pick up.

If I believe any child to be suffering from a notifiable disease, I will inform Ofsted and act on guidance from the Health Protection Agency.



## Medication

Parents may wish to supply fever reducing medication, e.g. Calpol sachet, to be kept in our medicine cabinet. We do not supply any medications. If you have provided medication and your child needs fever reducing medication, we will phone you.

We cannot give medication, including over-the-counter and prescription medicine, e.g. paracetamol or antibiotics, to a minded child without the parents actively directing us to do so. The suggestion of the administration of medication MUST come from the parents. The responsibility for this remains with the parents.

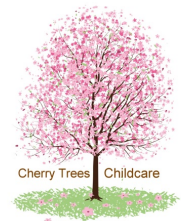
You can complete the necessary paperwork when you collect your child. If you have not supplied medication and we feel that your child needs some as s/he is 'off colour' you will be required to come and collect your child. We will only use medication, sun creams, lotions and nappy creams supplied by the parents and clearly labelled with the child's name.

If a child needs regular prescribed medication: The Parents must supply medication. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written. The Parent must fill in a 'Permission to administer medicine' form and your signature will be required to acknowledge each dose of medicine or application of cream which will be recorded in our PACEY Accident/Incident & Medication Record Book which requires details of the medication to be given, dosage and time the medication should be administered. We will follow the instructions, however the responsibility for this Remains with the Parents.

We may need appropriate medical training which results in a written confirmation of our competence to administer some medication, e.g. insulin injections.

We will require written information on: When how much and why the child has had medication before they come to us, exactly when the child needs the

Medication, e.g. if before eating, how long before. What the medication is supposed to do for the child – so that we will be able to tell if it's working. The correct dose for the child. What to do if the medication does not seem to be working. How the medication should be stored. The particular way to give the child the medication. What we should do if we forget to give the child their medication and if there are any side effects.

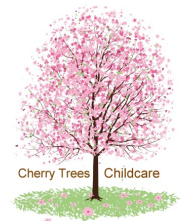


## Medical Emergencies

Minor bumps and scratches are inevitable but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive the appropriate first aid, and if an 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. All parents are required to sign a document giving permission to seek emergency medical treatment for their child, should the need arise.

If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached. If an accident does occur to your child whilst in our care it will be logged in an accident book with a brief explanation of how the injury occurred and any treatment given. Your signature will be required to say you have been informed.

It is my duty to notify Ofsted/LSCB and if necessary RIDDOR within 14 days of any serious accident, illness or injury to , or death of any child in my care and the action taken in respect of it.



## Safeguarding Children

The whole of society has an obligation to protect children. As a registered child carer and in accordance with the guidelines laid down in "The Children Act" (2004), I have a 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 has upon arrival will be logged in my 'Accident book' under 'existing injuries' a brief explanation from you on how the injury occurred will be required and also your signature will be required to witness the entry.

Any suspected injuries of abuse will be recorded and if need be passed to the relevant authority. If a suspected case of abuse is brought to my attention I will first approach the child's parents as continuation of our partnership arrangement.

If there is a satisfactory explanation then unnecessary investigations will be avoided. If explanations are unsatisfactory or the child still shows signs of abuse then I will not hesitate in contacting the authorities. If any cases of sexual abuse are suspected then I will immediately inform the relevant authorities.

Lincolnshire Safeguarding Children Partnership (LSCP) phone no's 01522 782111  
and out of hours 01522 782333

I am aware of the wider safeguarding issues and what I must do if I spot the signs and symptoms this includes issues such as:

Bullying

Gang and youth violence

Children missing in Education

Children missing from home

Relationship abuse

Female Genital Mutilation

Private Fostering

Forced Marriage

Drugs

Domestic Abuse

Fabricated and Induce illness

Faith abuse

Hate

Mental Health

Trafficking

If I am worried about how well a child / young person is progressing for example issues arise surrounding their health development, welfare, behaviour, progress in learning or any other aspect of their wellbeing. Or if the needs of a child are unclear or broader than my services can address. I will discuss with you the possibilities of organising a Team around the child meeting. More information can be found at [www.Lincolnshirechildren.net](http://www.Lincolnshirechildren.net)

Updated Jan 2020



## Prevent Duty (Anti Terrorism)

From 1st July 2015 The Prevent duty became law. All schools and registered early years and childcare providers must be aware of the need to prevent people being drawn into terrorism.

Childcare and early years providers have a critical part to play. Early years providers serve arguably the most vulnerable and impressionable members of society. In England, the Early Years Foundation Stage (EYFS) accordingly places clear duties on providers to keep children safe and promote their welfare. It makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS). This includes awareness of the expression of extremist views.

**Terrorism** – the Terrorism Act 2000 defines terrorism as: “The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes: serious violence against a person; serious damage to a property; a threat to a person's life; a serious risk to the health and safety of the public; or serious interference with or disruption to an electronic system.”

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The PREVENT strategy will require early years providers to identify any children who are considered to be at risk of being involved in terrorism or radicalised and refer them to the Local Authority.

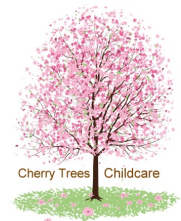
**British values** – alongside the PREVENT strategy, the Government has stated that all early years providers must teach children about and actively promote fundamental British values. The Government have stated that early education funding will be withdrawn from any providers who do not comply with this requirement and Ofsted will judge how effectively British values are taught during inspections.

Fundamental British values include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and must be taught in age-appropriate ways.

As a childminder I will

- Assess the risk to children being drawn in to terrorism.
- Protect children and young people from being drawn into terrorism by having strict safeguarding policies.
- Ensure my safeguarding arrangements take into account the policies and procedures of the local safeguarding children board.
- Make sure I have training that gives me the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas which can lead to terrorism.
- I will ensure children are safe from terrorist and extremist material when accessing the internet.

Updated Jan 2020



## Behaviour Management Policy

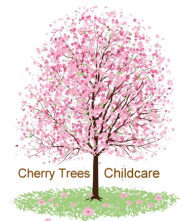
As a Registered Childminder I aim to offer a quality childcare service for parents. I do not and will not administer physical punishment or any form of punishment with the intention of causing pain or discomfort, or any kind of humiliating or hurtful treatment to any child in my care.

Hitting and hurting are always wrong, and in my house, nobody hits anybody else. I endorse positive discipline as a more effective way of setting limits for children. 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 and meaning no
- Praise, appreciation and attention
- Building children's self esteem

I will only use physical intervention to manage a child's behaviour to prevent injury to the child, another child or an adult, or to prevent damage to property. If used, I will record this on an incident form and inform the parents on the same day.

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



## Mobile Phone Usage

I will have my mobile phone switched on all times whilst I am working. Please be aware that I am not always able to answer it due to supervising children but if you text a short message ( I very rarely return a phone call to an un-recognised number)I will usually get back to you relatively quickly. I will on occasions use my phone to take photos of the children this usually occurs when a spontaneous photo is needed and getting the camera would take too long and miss the moment. These photos will be transferred to the computer or sent to you before deletion.

I am registered with the Information Commissioners Office (ICO)

## Internet Safety Policy

The internet is an incredible resource for children to access, support for their homework, chatting to friends or just to help chill out by playing games. However it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away personal information. They can also be vulnerable to on-line grooming by paedophiles.

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

- I have a filter on my computer that blocks out most inappropriate material
- I do not permit the children to go onto chat rooms
- I talk to the children about the websites they are using
- I am always nearby so can keep an eye out on what websites they are visiting
- I check the history on the computer regularly
- I discuss with the children about the importance of keeping safe on line, not forwarding on chain letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell me if they are worried about anything and to never arrange to meet anyone they have spoken to online.

If you would rather your child was not allowed access to the internet then please let me know. I am also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.





## Allegations of Abuse against a Childminder

As a Childminder working alone I am more vulnerable to allegations of abuse being made against my family or me. I will take precautions to protect myself from this happening by:

- Ensuring all household members over 16 are DBS cleared
- Ensuring all visitors to the house sign the visitors book and do not have unsupervised access to the children under any circumstances
- Ensuring, where possible, that no workmen are in the house during minded hours, unless it is to repair an emergency service or for Health and Safety Reasons.
- Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign my records
- Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care
- Ensuring the children are always supervised
- Keeping accurate records on each child and writing a daily diary

However sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the procedure detailed below, in order to gain support and professional advice:

Contact : Insurance Company  
Family Solicitor  
Ofsted

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

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



## Confidentiality

It is our intention to respect the privacy of children, their parents and carers, whilst ensuring that they access high quality care and education.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

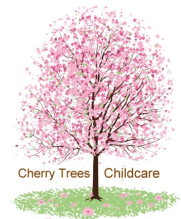
Information about children and their families will never be shared without permission of the family, except in the interest of protecting children - for instance sharing relevant information with a specialist, because of behavioural problems or similar, or in the case of suspected abuse. In the latter case the correct procedures will be followed and the information passed only to the appropriate personnel or agencies as set out in such procedures.

All information held about children will be kept in their own individual file Parents are free to come in and look at any information held in their setting pertaining to their child.

Advice and support will be sought from other professionals in the best interests of children and families and information may be shared with them, subject to the principle of confidentiality. I may seek advice and support to help to resolve queries or problems and this should be seen as a form of strength or professionalism.

Respect will be shown for the role of parents and other professionals.

**Any information shared will be on a need to know basis.**



## Complaints

Any complaints should be made directly to myself either verbally or in writing. If the problem cannot be eradicated on the spot then I shall arrange a meeting out of minding hours to see if we can reach a satisfactory agreement.

As per the guidance I will respond to all complaint within 28 days. Then NCMA or OFSTED may be contacted for further advice. Issues of confidentiality will be adhered to at all times. Notes may be added to the child's record if in the interest of the child. These records will be kept for a period of 3 years.

In the event of any complaints please do not hesitate to bring them to my attention. I cannot deal with you criticisms or problems with my childcare practice if they are not brought to my attention. Constructive criticism may be beneficial to the smooth running of the service.

Parents can contact OFSTED for further advice regarding registration issues. And also if parents wish to make a complaint against their Childminder.

Ofsted early years regional centre

**Address**

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Helpline**

0300 123 1231