Policies and Procedures

Settling in procedure

Before a child joins my service, I speak to the parents about their child’s needs i.e. asking have they been left before and how did they cope. I encourage the parents to leave the child for one hour, then return. This is gradually increased until the child is settled. Parents can call me in the day to find out how their child is coping with separation.

Each and every child is individual and as such, they will settle in their own time.

Childminder Training

As a registered childminder, I am required to attend relevant courses and workshops to help me in my work. This training helps develop my practice and gives me more knowledge about new legislation in childcare and keeps me abreast of childcare issues.

This training is usually on a Saturday but occasionally may be on a week day if this happens your child might be placed in a registered crèche. I would inform you of this before this happens.

Complaints Procedure for Parents

If at any time a parent is unhappy with my service. I would hope that firstly they would approach me to discuss their issues. Parents also have the right to contact **Ofsted on: 0300 1231231**: I give a complaints procedure to all parents with my policies.

I have a complaints log book for parents to use. I have 28 days to reply to any complaint in writing. I will inform Ofsted of any complaint received.

Accident and Emergency Procedure

All children have minor accidents. If a child had an accident while in my care and I deemed it serious, I would call an ambulance then call the parents to meet me at the hospital this would then be logged in my accident book, and the parents asked to sign as soon as possible. I would inform Ofsted and the Childminder Co-Ordinator about this accident/incident.

If it is a more minor accident, I would deal with it and document it in my accident book, parents will be told about the accident and asked to sign the report when they collect their child.

If a child arrives with an injury, I will ask the parents what happened and document this in my pre-existing injury book and ask the parents to sign. This is to protect everyone concerned.

Equal Opportunities/Inclusion/Special Needs

In my job as a registered childminder, I treat all the children in my care with equal regard keeping in mind every child’s individual needs.

I strive to promote equal opportunities through my attitude, and the provision of toys and other resources. If a child in my care has an additional need, and I feel confident to work with them. I will speak to the parents about the child’s requirements and will co-operate with any other professionals working with the child i.e. speech therapist, developmental psychologist or health visitor. I would ensure that I include the child in all activities.

Safeguarding Children (Child Protection)

It is my responsibility to protect children in my care. If I have any concerns about a child in my care, it is my duty to log and report these concerns. I will contact the Child Protection Officer to report my concerns. I do not have to inform parents beforehand that I am doing this. The welfare of the child is paramount.

I follow the local authority’s safe guarding children’s procedure (LSCP)

Mobile Phones and Cameras

Photos are taken on Mobile phones/cameras, I will have control of this, the photos will be for my observations, displays, books and to be shared with you. I will not let anyone else take photos of your child without first seeking the parents permission.

I have a photo permission form that I ask all parents to sign. If you do not wish your childs photo to be taken I will respect your wishes.

Fire Drill and Emergency Procedure

In the event of a fire, I will calmly take the children out of my home and to a place of safety. I will call the emergency services and wait for them to give me the all clear. In the event of me having an emergency/accident I will call my person of support, and the parents of the children so that they can come and collect their children. I will carry out fire drills with the children on a regular basis. I will also carry out smoke alarm checks on a monthly basis and document.

Managing Children’s Behavior

I will never smack, shout at or humiliate a child in my care. If a child exhibits challenging behavior, I will speak to them about the behaviour and encourage them to behave appropriately. If a child’s behaviour becomes a problem, I will speak to the parents and we will work together to resolve this challenging behavior. In many cases, young children can be distracted and kept occupied with something else. I will, in some cases, remove a child from a situation and give them some time out to calm down and consider their Behavior. Children will always receive recognition for what they have done well.

Confidentiality

All information shared with me will be kept confidential; I will not discuss the children and their families with unauthorized people. All documentation about the children and families is kept in a safe place away from unauthorized people. If I have a child protection issue I will discuss this with the appropriate person (see child protection policy). I would expect that the parents will also keep my information confidential.

Illness and Medication

In the event of a child becoming ill while in my care, I will contact the parents and ask them to collect their child as soon as possible. If a child is ill at home, parents should call me to discuss whether I could still take the child. My responsibility is to all of the children. I have the right to refuse a sick child in the interest of other children in my care. If your child is suffering from sickness and or diarrhea they must be kept at home until they have a full 24 hours free from vomiting or diarrhea.

If your child requires medication, I will only give this medication if prescribed by the child’s GP. I will document any medicines given in my medications book and ask parents to sign, this will show the parents when the child had their last dose, in order to avoid overdosing the child. All medication must be in date and have the child’s name on the container. I cannot give medication unless a permission form has been signed.

No Smoking Policy

Smoking is not permitted in my home at any time. I ask parents to respect this. I will not knowingly take children in to a smoking environment.

Outings

Children will be taken out on a regular basis, this will be mainly to local parks, museums, the Childminder’s drop-in, city farms and toddler groups, written parental permission will be needed for these outings. I fill in an outings risk assessment on each new outing.

Lost child policy

In the unlikely event of a child being lost while in my care, I will search for the child in the area where they were last seen, calling their name, if the child is not found, I will call the child’s parents and the police. This will be documented in my accident/incident book. Ofsted will be informed.

If a child does not arrive at my setting when due, I will make every effort to contact the family by every means possible, using all contact numbers. If I am not successful I will inform the local authority in accordance with the Local Authorities Missing Children Register process.

Permission forms

As a registered childminder, I require parents to give their permission for outings, observations of the child, photographs and using public transport. Parents have the right to refuse their signature. I will respect parent’s decisions on these issues and would require them to state on the forms that they do not give their permission.

**Safeguarding Children’s Procedure**

These are the steps I would follow in any concern/child protection issue

1, Ask parent (if appropriate) how the injury was caused i.e., bruise on face. Document this under existing injury stating what parent/carer has said and ask parent/carer to sign, and date this.

2, Document any issue of concern in child protection log book

If in doubt of parent/carers explanation of injury discuss this with the Safeguarding Children Team.

3, If disclosure has been given by child, this should be documented and discussed with the Safeguarding Children Team.

4, Contact Ofsted to inform them that I have spoken to the Safeguarding Children Team. Call Ofsted on : 0300 1231231.

5, Ensure that all details of information and conversation with parents and Safeguarding Children Team have been documented in the Child Protection log book, being aware of confidentiality at all times.

If any staff have concerns about another childminder or staff member, they should contact the LADO

**Safeguarding Children Policy**

I would explain to all new parents that I have a safeguarding Children’s Procedure in place; a copy of this is given to all new parents.

As a registered childminder I have a duty to protect all children in my care.

This would mean to ensure the welfare of the children at all times.

I would document any concerns in my child protection log book, keeping this record confidential.

As such I will work to the Local Safeguarding Children’s Board (LSCB) procedures. If I feel that any time there are any concerns, or the child is at risk I will contact the Local Safeguarding Children Team, without having to first inform the parents.

If at any time an allegation from a parent, or child is made against either myself, or a member of my family I will immediately inform Ofsted on : 0300 1231231.