

Brighton & Hove Childminding Team
Early Years Childcare
Guidelines to writing policies and procedures

**IT IS AN OFSTED REQUIREMENT THAT YOU HAVE POLICIES
AND PROCEDURES**

What is a policy and what is it for?

A policy is a statement of how you run your childminding business with regards to specific areas i.e. behaviour management, equality of opportunities, confidentiality, health and safety and safeguarding children. It sets out clearly exactly what you do, and what parents/carers can expect from you. The Statutory Framework for the Early Years Foundation Stage states that “Childminders are not required to have written policies and procedures. However, they must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors or the childminder agency with which they are registered) and ensure any assistants follow them.” The Childcare Register, however, requires written Safeguarding/Child Protection and Complaints policies. It is therefore our advice that for your own protection and that of the children you care for, best practice is to have all policies in writing.

To help you with this we have produced these guidelines which set out points for you to consider when writing your own policies. This is not a definitive list, each childminding setting is unique and the content of your policies should reflect this. You may also wish to add additional policies relevant to your childminding setting.

It is important to ensure that your policies show how you meet the Statutory Framework for the Early Years Foundation Stage.

All policies should be regularly reviewed and revised if necessary. Ensure all staff, volunteers and parents and carers are aware when a policy has been updated or a new policy has been introduced. We would recommend you sign and date your policies each time you review/revise them and request that parents and others working with you also sign to confirm they have read and agreed them.

We have also included some examples of consent forms, which you should amend to suit your own practice.

You should regularly check for Ofsted guidance on policy requirements by accessing their website, www.ofsted.gov.uk. You can also ask for advice from the Childminding Team.

1. Equality of Opportunities Policy

- ✓ As a childminder, it is your responsibility to promote anti-discriminatory practice and equality of opportunity at all times.
- ✓ Your policy should state that you act in accordance with the Equality Act 2010.
- ✓ Your policy should include reference to the Fundamental British Values and how you promote them:
 - *Democracy*
 - *Rule of law*
 - *Individual liberty*
 - *Mutual respect and tolerance of those with different faiths and beliefs*
- ✓ You need to include in your policy that you will offer each child equal opportunities to learn and develop, taking into account age, stage of development, gender, ethnicity, special education needs, home language and any learning difficulties and disabilities.
- ✓ You need to show in your policy that you are aware that each child should be treated with equal concern. You must show that you understand that treating the children equally may also mean treating them differently.
- ✓ You will need to show how you find out about children's specific needs, family customs and beliefs, dietary requirements, dress code, hair and skincare, help required with toilet and washing etc.
- ✓ You can acknowledge that you will not know everything and that you are prepared to seek advice.
- ✓ If you are delivering early education, your policy must include that you have regard to the SEND Code of Practice 2014. A suggested separate SEND policy is shown below.
- ✓ Other things to include when writing your policy are:
 - Information about how all children, including those who are disabled or have special educational needs, will be included, valued and supported, and how reasonable adjustments will be made for them.
 - How you will meet the individual needs of all children to ensure they are included.
 - How you will work with parents and other agencies.
 - Usage of language that is easily understood.
 - How you involve parents and children in the formulation of the policy

- How the policy will be made available to parents taking into account people for whom English is inappropriate.
- How you will promote and value diversity and difference and encourage children to value and respect others.
- How self-esteem is encouraged.
- How inappropriate practices and attitudes are challenged.
- The action to be taken should discrimination occur.
- How you review, monitor and evaluate the effectiveness of your inclusive practices
- How your policy acknowledges, promotes and respects diversity in the immediate and wider society – include resources and activities

2. Special Educational Needs and Disabilities Policy

If you are offering Early Education places funded by the Local Authority, you must have regard to the guidance in the Special Educational Needs and Disabilities Code of Practice 0 – 25 years 2014 (SEND). The following bullet points should be included in your policy to ensure you are complying with this guidance.

You should include:

Introduction

- ✓ That your policy is a statement of the aims, practices and strategies in place to ensure the effective and efficient provision for children with Special Educational Needs and Disabilities (SEND).
- ✓ your setting is committed to promoting an anti-discriminatory service
- ✓ That your policy provides a framework for the identification of and provision for children with Special Educational Needs and Disabilities. It is written for the benefit of all to ensure that the potential of every child is maximised, irrespective of ability, disability, race, gender and social background and to enable equal access to the curriculum in an environment where every child is valued and respected.
- ✓ That your setting has regard to the Special Educational Needs and Disabilities Code of Practice 2014
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
 and the Equality Act 2010.
- ✓ It should include the “Definition of Special Educational Needs” as follows:

 ‘Children have special educational needs if they have a learning difficulty, which calls for special educational provision to be made for them.

Children have a learning difficulty if they:

- a) have significantly greater difficulty in learning than the majority of children of the same age, or
- b) have an impairment which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority
- c) are under compulsory school age and fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them

Children must not be regarded as having a learning difficulty solely because the language or form of language in their home is different from the language in which they will be taught.

Aims And Values

Your aims and values should include the following, but you can also include others of your own:

- ✓ To identify at the earliest opportunity all children who need special consideration to support their physical, sensory, social, emotional, communication or cognitive development.
- ✓ To enable children to achieve the best possible educational and other outcomes, and
- ✓ Become confident young children with a growing ability to communicate their own views and ready to make the transition into compulsory education.

Partnership With Parent/Carers

You should include that all Early Years Providers are required to work in partnership with parents to establish the support a child needs. The Children and Families Act 2014 makes it clear that those who provide for children with SEND must have regard to:

- ✓ The views of the child and parents
- ✓ The participation of the child and parents in decision-making (and having information and support to enable them to do this)
- ✓ Supporting the child and parents to achieve the best possible outcomes and 'preparing' them effectively for adulthood.

You should state that your setting is committed to working closely with all parents/carers to achieve the above. You may also like to refer to your Partnership with Parent/Carers policy.

Identification, Assessment And Review

You should include that your setting will:

- ✓ Work in partnership with parents to establish the support a child needs
- ✓ Review children's progress at 2+ years and provide a summary with strategies to address issues/concerns
- ✓ Have arrangements to identify and support children with SEN and disabilities
- ✓ Use the Graduated Response Cycle after identification of needs – Assess, Plan, Do, Review
- ✓ Maintain a record of how we support those with SEN and disabilities
- ✓ Consider requesting an Education, Health and Care needs assessment when appropriate
- ✓ Keep provision for the 4 broad areas of SEN under review (communication and interaction, cognition and learning, social emotional and mental health, sensory and/or physical needs)
- ✓ Keep parents informed at all stages of intervention.

Support Available

You should include information about Brighton & Hove City Council's Local Offer. This provides clear information about help and support available. The Local Offer can be found at www.brighton-hove.gov.uk/localoffer and you should state that your setting will liaise with the professional organisations listed in the Local Offer as necessary.

Advice for childminders in Brighton and Hove can also be provided by the BHISS team on 01273 294944

Concerns/Complaints

You should state that complaints regarding SEN provision should be discussed with you following the guidance in your Complaints Policy.

The Disability Rights Commission (tel: 08457 622 633) provides a range of information and guidance on the Disability Discrimination Act. This organisation would be able to advise if the concern relates to an issue of the possible discrimination of a disabled child.

3. Behaviour Management Policy

- ✓ Children need to know and understand that you have rules and boundaries, which is why you need a behaviour policy.
- ✓ Include in your policy any of your own house rules.
- ✓ Make sure that your policy includes how you manage children's behaviour using positive behaviour management strategies, for example, that you will reward good behaviour, encourage self-

discipline and respect for others, be consistent, build children's self esteem through praise, appreciation and attention etc.

- ✓ Show you are aware that it is an offence for childminders to give corporal punishment and that physical intervention should only be used in exceptional circumstances to manage a child's behaviour, for example to prevent personal injury to the child.
- ✓ Include how you record any occasion where physical intervention is used to manage behaviour and how you ensure parents are informed about this on the same day.
- ✓ Other points to consider when writing your policy are:
 - The aims of the statement, such as promoting acceptable behaviour and respect for others.
 - Your expectations of the children.
 - How you will access training and support available on behaviour management.
 - What behaviour is not acceptable, for example, hitting, damaging personal belongings.
 - How you involve parents and children in the formulation of this policy.
 - The adult role in managing behaviour.
 - How you document behaviour that is not acceptable and how you share this information with parents.
 - How you work with parents and promote positive behaviour management strategies to ensure consistency for the child.
 - How you consider different developmental stages when managing behaviour.

4. Confidentiality Policy

- ✓ It is advisable to have a confidentiality policy so that it is clear that you understand what sort of information is or is not appropriate to share with others except with parent's permission.
- ✓ Make it clear that you would not divulge confidential information inappropriately.
- ✓ Include in your policy that you would keep all information separate and locked away from view and that records relating to individual children will only be accessible to those who have a right or professional need to see them, for example, Ofsted.
- ✓ Show you are aware of your responsibilities under the Data Protection Act 1998 and Freedom of Information Act 2000.
- ✓ Advise that the only exception would be in a safeguarding children issue and refer to your safeguarding children's policy.

- ✓ Explain how you will destroy sensitive and personal data you hold.

5. Safeguarding/Child Protection Policy

- ✓ Childminders have a duty under the Children's Act to refer any concerns they may have about the welfare of a child in their care.
- ✓ You will need to ensure that you have an effective safeguarding children policy and procedure detailing what you will do if you do have concerns about the welfare of a child in your care.
- ✓ Policies should be in line with the Local Safeguarding Children's Board local guidance and procedures at www.proceduresonline.com/brightonscb/
- ✓ Your policy should include that you have regard to the Government's statutory guidance '*Working Together to Safeguard Children*'. This publication, as well as other local information and out of hours telephone numbers, is available on the Brighton and Hove LSCB website www.brightonandhovelscb.org.uk
- ✓ Safeguarding enquiries and referrals should go to the Front door for families at FrontDoorforFamilies@brighton-hove.gcsx.gov.uk telephone 01273 290400
- ✓ From 1 July 2015 all registered early years childcare providers must have "due regard to the need to prevent people from being drawn into terrorism." This duty is known as the Prevent Duty. Your policy should include that you have due regard to the Prevent Duty 2015, which can be found at: <https://www.gov.uk/government/publications/prevent-duty-guidance> and you can find departmental advice here: <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- ✓ You also need to make reference to FGM.
- ✓ Your policy should also include:
- ✓ Categories and signs of abuse#
- ✓ Peer on peer abuse
- ✓ Vulnerable children and children with SEN

The steps you will take when a concern is raised.

How and under what circumstances parents will be informed about concerns and any action taken

How information sharing and confidentiality will be managed.

Record keeping
GDPR and record retention

Whether mobile phones and cameras will be used in the setting and, if so, how you will ensure images are used appropriately and with parental knowledge and consent.

How and when you will notify the Front Door for Families team (FDFF).

How and when you will notify Ofsted.

That you have a commitment to safeguarding when recruiting staff by following Safer Recruitment Guidelines.

How you will ensure all those working with you fully understand the safeguarding policy and procedures (if relevant) and have had suitable training to enable them to identify signs of possible abuse and neglect at the earliest opportunity. These may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children

- ✓ You will also need to set out the procedure for what you would do in the event of an allegation of abuse being made against yourself or anyone else connected with your childminding business. This should include:

Who you should liaise with. If an allegation is made against you, a member of your household, a co-childminder or a self-employed assistant, you should liaise with whoever is investigating the allegation. This would usually be the Local Authority Designated Officer (LADO), Darrel Clews, Brighton 295643, email Darrel.clews@brighton-hove.gcsx.gov.uk based within the FDFF team.

How confidentiality will be managed.

When you will contact Ofsted. This should be as soon as possible, failure to inform Ofsted of allegations within 14 days is an offence.

- ✓ Keep any relevant telephone numbers and leaflets with your policy.
- ✓ Ensure that you have attended a safeguarding children training course and that you continue to update training at least every 3 years.

6. Health and Safety Policies

- ✓ Health and safety is a wide area of responsibility and therefore childminders need to be clear about their policies and procedures and how they communicate these to parents.
- ✓ Points to consider in each area as defined in the EYFS Statutory Guidance are listed below. These can either be included in an overall health and safety policy or written as separate smaller policies.

Premises and Security

- ✓ Childminders must ensure that their premises both indoors and outdoors are safe and secure in order to safeguard children in their care.
- ✓ A risk assessment must be conducted
- ✓ Points to consider in this policy are:
 - Hygiene and general cleanliness of the areas children will access.
 - Only releasing children into the care of individuals named by the parent if they are unable to collect the child themselves. How will you manage this e.g. asking for a password (previously agreed with parents).
 - Except in an emergency, obtaining written permission from parents when children are to be picked up by another adult (unknown to you)
 - How you will ensure that children do not leave the premises unsupervised
 - How you will prevent unauthorised persons entering the premises.
 - Arrival and departure procedures and communicating the importance of security to parents and visitors. e.g. ensuring doors and gates are closed properly on departure.
 - The use of a visitor's book to record names and arrival and departure times.

Risk Assessment

- ✓ Childminders must take all reasonable steps to ensure all health hazards to children both indoors and outdoors are kept to a minimum.

- ✓ A risk assessment must be conducted, reviewed regularly and revised if necessary.
- ✓ Points to consider:
 - Review and revise the risk assessment at least once a year or more frequently if required. e.g. if you are about to care for a new child at a younger stage of development than previously.
 - It should cover anything that the children in your care may come into contact with.
 - The cleanliness of the areas children play in.
 - The cleanliness of the equipment and resources children play with.
 - Identifying areas which may need to be safety checked on a more regular basis and how you will record these checks.
- ✓ A sample copy of a risk assessment is available on our web page. This should be adapted to suit individual Childminder's homes.

Outings

- ✓ Childminders must take the necessary steps to ensure the safety of children whilst on outings.
- ✓ For each type of outing, it is important to carry out a full risk assessment, taking into account whether the usual adult: child ratio will still be appropriate.
- ✓ Points to consider in this policy are:
 - Obtaining written permission for children to take part in outings and providing details of outings to parents.
 - Essential records and equipment you will take on outings. e.g. mobile phone and contact details for all the children, first aid kit, medication, spare clothing etc.
 - Records kept about the vehicles you will use to transport the children and drivers. E.g. Insurance (valid for Childminding) and MOT
 - The appropriate use of harnesses, seat belts, child seats, booster seats and airbags and ensuring the maximum seating is not exceeded.
 - Procedures to be followed in the event of an emergency.
 - How different needs will be catered for on the outings. For example children with disabilities and cultural differences.
 - No child to be left unattended in a vehicle.
 - Ensure that you have adequate insurance to cover the outings you intend to take.
 - Ensure that insurance covers any specialist activities undertaken and the use of equipment such as bouncy castles and soft play areas.

Medicines

Childminders must have and implement a policy and procedures for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. You must get parent/carer's permission on the day prior to giving medicine. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

It is important to remember that as a childminder you need to contact Ofsted if you start to take any medication that could affect your ability to care for children.

Illnesses and Injuries

- ✓ Childminders must notify Ofsted and the relevant duty assessment team of any serious accident, illness or injury to, or death of any child whilst in their care and what action has been taken. This notification should be as soon as possible under the circumstances but in any case no later than 14 days. It is an offence not to comply with this.
- ✓ Childminders must hold a current paediatric first aid certificate.
- ✓ Childminders must have a first aid box with appropriate contents to meet the needs of the children. (List of suggested contents available from EYC).
- ✓ Childminders must keep a record of any accidents or injuries and any first aid treatment given and inform parents.

- ✓ You may also consider:
 - How you will inform parents of any accident or injury and the treatment given e.g. by asking them to sign your accident register.
 - How and when will you inform parents if a child becomes ill or receives minor injuries whilst in your care?
 - The procedure for children who are ill or infectious.
 - Providing information for parents on incubation and period of exclusion for common infectious diseases to support your procedure.

- Medical advice and the procedures related to infectious, notifiable disease, as identified by the Health Protection Agency and in line with Public Health Regulations 1988 and the informing of Ofsted.
- The rights of the individual with regards to equality of access and opportunity.
- How you ensure any animals on the premises are safe to be in the proximity of children and do not pose a health risk.
- The care of the sick child while waiting collection
- The implications of other children.

Food and Drink

- ✓ It is not statutory for Childminders to provide food as part of their service. However, if you do provide meals, drinks and snacks for children in your care, these must be healthy, balanced and nutritious. You must also ensure you follow the Food Standards Agency advice on providing allergen information. You can find more information on the food standards agency website www.food.gov.uk/business-industry/caterers/startingup/childminders
- ✓ Points to consider when writing your policy are:
 - Fresh drinking water must be available at all times
 - Notifying Ofsted as soon as possible, at least no later than 14 days, if two or more children in your care are affected by food poisoning. (It is an offence not to do so).
 - Training in food hygiene.
 - How you will obtain and record information on children's dietary needs. These could be medical or cultural/religious.
 - Catering for special dietary needs.
 - How you will ensure the health and safety of those children in your care with allergies and meet the requirements of the FSA regulations on food allergen information (see link above.)
 - Your policy on unhealthy food in lunch boxes provided by parents and how you will work with parents on this.
 - Safe and hygienic storage of packed lunches brought in from home.
 - Children with packed lunches 'sharing' their food.

No Smoking

- ✓ As a childminder it is important that you ensure children are in a smoke free environment and that you operate a no smoking policy.
- ✓ You will need to ensure that no one smokes in a room, or outside play area where children are present or about to be present.

- ✓ You will need to ensure that there is adequate ventilation to clear the atmosphere in any space which has been used for smoking previously (e.g. the previous evening).

Sun Safety

- ✓ One of the main benefits as a childminder is that you can get the children out and about, often for more extended periods of time than other settings. It is useful to have a policy on how you will protect children from sun exposure, detailing what parents can expect from you and what you will need from them.
- ✓ Points to consider:
 - Obtaining signed permission to apply sun cream.
 - Whether you will provide sun cream or ask parents to do so.
 - When and how frequently you will re-apply sun cream. E.g. after exposure to water.
 - Whether you expect parents to apply sun cream before they bring the child in to your care.
 - Avoiding sun exposure in the hottest part of the day.
 - Use of sun hats.
 - Use of parasols or buggy shades, in particular for babies and very young children.
 - How much sun exposure you consider acceptable for the children and use of shade where possible.

7. Late/Non Collection of Child

- ✓ It is important that you have procedures in place in the event of a child not being collected on time or not collected at all. Your policy should include:
 - The procedure parents should follow if they expect they will be late e.g. telephoning you before pick up time to advise when they can be expected or arranging for an emergency contact or another adult to collect the child instead using the agreed password.
 - The charges you may apply for late collection.
 - How long a period of time would elapse if you had not heard anything before attempting to contact the parents (and then emergency contacts if parents were not contactable)?
 - State the procedure that would take place if you were unable to reach parents or any of your emergency contacts.
 - How long a period of time would elapse before contacting the FDFF team?

8. Lost Child Policy

- ✓ The following procedures should be included when writing your policy. We have included a sample policy for your use at the back of this document.

- Search of area.
- When to contact parents.
- When to contact emergency services.
- How it is documented.
- Informing Ofsted.
- Post incident review.

9. Emergency evacuation procedure

- ✓ As a childminder you need to have in place a clear evacuation procedure as well as a log of all fire drills undertaken. Include in your policy:
 - Procedure for fire safety checks
 - The ages and grouping of children
 - The mobility of both the children and childminder such as the need to be carried downstairs
 - Where the register is kept, how it is accessed
 - The procedure for alerting the emergency services
 - Displaying your procedures and signs so that everyone can see them including parents
 - How to inform parents and children of procedures
 - Carrying out fire drills at regular intervals and recording outcomes
 - Arrangements for short term temporary accommodation following emergency evacuation

Points to consider

- The details that should be recorded in the Fire Log Book, including any problems and how they were resolved. For example, sleeping children, children at toilet
- Checking fire detection and fire control equipment regularly and logging any faults in the Fire Log Book.
- How you alert parents and visitors to fire exits and routes
- Ensure that there are no obstructions, such as buggies, equipment and chairs, and, that exits are clear inside and out
- Carry out regular checks on exits easy opening
- Manage the need to keep premises secure and fire exits open
- Think about location of fire blankets, fire alarms and smoke detectors.

10. Complaints Procedure

Although a written complaints policy/procedure is not statutory in the EYFS it is a compulsory requirement if you are on the Childcare Register. Most childminders are on both the EYFS and Childcare Registers.

- ✓ Your complaints policy should detail the procedure to be followed if someone wishes to make a complaint against you. If a parent/carer has a concern, your policy should:
 - Invite the parent/carer to discuss any issues with you to try to resolve them amicably.
 - State that if this is unsuccessful, they should write to you detailing their complaint.
 - State that you will fully investigate their complaint and reply to them within 28 days (Early Years Register) or 28 days (Childcare Register).
 - Inform them of Ofsted procedure for concerns and complaints about childminders; together with Ofsted contact details, so that they can refer the complaint to Ofsted if they choose to do so.
 - Advise that you will keep a written record of complaints and their outcome which will be available to parents and Ofsted on request. (This should be an anonymous record, detailing the nature of the complaint and how it was investigated and dealt with, but not names or personal information. Personal details should be stored confidentially.) The best way to do this is to state you will use the Ofsted annex: **“Provider complaints record and how to complete the complaints record”**. (Available from us.)
 - Advise how long you will keep the record of complaints for (minimum of 3 years for the Early Years Register and 2 years for the Childcare Register).
 - Advise that you will inform Ofsted if a complaint has been made against you.
 - Details on how to complain if there has been a breach of data protection (GDPR)

11. Emergency Procedure

- ✓ As childminders frequently work alone, it is important to consider what you would do in an emergency situation e.g. if yourself or a child in your care needed immediate hospital treatment.
- ✓ You will need to consider who would care for the other children in your care and ensure the proposed procedure is communicated to and agreed by parents in advance (see Emergency Permission Slip).
- ✓ It would be best practice to have another local registered childminder as your emergency back up where possible.

12. Admissions policy

- ✓ It is advisable that you have an admissions policy clearly defining your admissions process. Points to include are:
 - How you allocate places
 - Waiting lists
 - Registration process to include:
 - Initial contact by parents
 - Information shared:

- Fees
- Times
- Staffing
- Policies
- Daily routines
- Registration forms
- Viewing
- Settling in process
- Equal opportunities
- Settling in policy to include:
 - Number of visits
 - Arrangements for visits – age appropriate

13. Partnership with parents

- ✓ A good relationship with parents is important and therefore we recommend that you include a policy on how you work in partnership with parents
- ✓ Points to consider:
 - A statement on how you value parents
 - How, why and when parents can be involved
 - Information for parents
 - Exchanging information
 - Complaints
 - Privacy and confidentiality
 - Parental access to records
 - Children's departure

14. Transitions Policy

Transition concerns the changes a child encounters from one place to another. As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to a new one. By the time a child reaches school age they may have already experienced several transition periods including:

- The transition from home to the setting
- The transition from one provider to another during the working week
- The transition from a childcare provider to a school.

Parents and Practitioners need to work together, sharing information they have about the child and what support he or she may need.

When writing your policy you should consider including:

The transition from home to the setting

- Information sharing (Celebrating Me) – The child's starting point
- Home visits
- Settling in procedures
- Role of the key person/childminder
- Do you have photos of special people to the child?
- Comforters/objects of reference/transitional objects
- Parents pack/outline of routine/policies
- Before the child starts, let them take home a book of photos from the setting so that some things will be familiar before they start.
- Provide a voice recorder and suggest that parents may like to record a reassuring message or nursery rhyme that the child can listen to if they are missing mum or dad. This could be particularly significant for those children whose first language is not spoken by anyone else in the setting.

The transition from one provider to another when a child attends more than one setting

- How will you share information with others who share care of the child?
- How will you share details of the child's development and interests?
- Have you written permission from parents to do this?
- Do you share photographs of your setting with other providers?

The transition from setting to school

- Invite teachers/support staff to visit the child at setting
- Organise activities organised which reflect the transition process
- Provide opportunities for children to express concerns and fears.
- How will you pass on child's care/educational information?
- Transfer documents – parents involvement
- How do you celebrate the child's growth and development?

How parents support their child through transition

Parents provide stability for children and can facilitate continuity when they are included in the transition process. Ask parents to:

- Prepare their child for the childminding setting by explaining they will leave them but will come back
- Talk to their child about their childminder/key person
- Find out what their child will be doing at the childminding setting so they can talk about these experiences at home
- Share information about their child's interests and what they enjoy doing at home.
- Allow time to talk through their child's worries and concerns.

Emergency Permission Slip

Permission for another Registered Childminder to provide temporary care for a child/ren in the case of an Emergency

Name of Childminder:.....

Address of Childminder:.....

Names of Emergency Backups: 1) 2).....

Addresses of Emergency Backups:

1).....

.....

2).....

Telephone Numbers of Emergency Backups: 1).....

2).....

Name of Parent:.....

Name of Child/ren cared for:.....

.....

In the event of an Emergency, I give written permission for my child/ren named above to be cared for by the Emergency Backup Registered Childminder until I return to collect. I also agree for my child's contact numbers to be kept at the Emergency Backup Registered Childminders Houses, in a secure place only to be used in the case of extreme emergency.

Signed:.....

Parent carer

Signed:.....

Childminder

Signed:.....

Backup Childminder

Date:.....

Lost Child Policy

In the event of a child becoming lost in my care I would follow the procedure that the parent/carer has set out below. I would make sure that all the other children in my care were safe whilst I followed this procedure. If the child is lost for a long period of time I, the childminder, will notify the parents/carers of the other children in my care who will come and collect their children from the location.

Name of Child:

Date of Birth:

Address of Child

.....

From the child's initial disappearance what time should elapse before the following procedure is put into action:

.....

At what time should the parent/carer be notified:

At what time should Security (if any) be notified:

At what time should Police be notified:

At what time should Ofsted be notified:

Signed (childminder) Date:

Signed (parent/carer) Date:

**Please attach photograph
of child here**

Any Distinguishing Marks

.....

Any allergies:

.....

Medical requirements:

.....

Parental Consent Form

Child's Name

Childminders Name

Photographic Consent Form

I/we agree to the above named childminder taking photographs of the above named child on a mobile phone and/or camera, to be shared with me/us, other professionals, including Ofsted inspectors, and to be used for course work. These photographs may be stored on a computer.

Parent/Guardian's Names

Signed Date

Sharing information with other professionals

I/we agree to the above named childminder sharing information with other professionals involved in the life of the above named child (eg nursery practitioners) where it is in the interests of the development of the child.

Parent/Guardian's Names

Signed Date

Holding information on a computer

I/we agree to the above named childminder holding information about the above named child on a computer. This information should be on a private computer and the information should not be shared or used as part of a website without further permission.

Parent/Guardian's Names

Signed Date

Parental Consent Form

Child's Name

Childminders Name

Routine Outings

I/we agree to the above named child being taken on routine outings with the above named childminder.

Parent/Guardian's Names

Signed **Date**

Transportation in a car

I/we agree to the above named child being transported in a car with the childminder so long as appropriate car seats are used.

Parent/Guardian's Names

Signed **Date**

Application of creams (e.g. Sun and nappy creams)

I/we agree to the above named child having the named creams applied as and when required by the childminder. Only creams provided by the parents will be used.

Creams

Parent/Guardian's Names

Signed **Date**

Emergency Medical Treatment

I/we agree to the above named childminder seeking emergency medical treatment for the above named child in the case of a medical emergency.

Parent/Guardian's Names

Signed **Date**

Parental Consent Form

Childs name

Childminders name

Holding sensitive and personal data.

As a childminder I am responsible for adhering to legislation such as the EYFS, Safeguarding, health and safety and Equalities. To ensure I met all the requirements I will ask you for specific personal and sensitive data about your child and yourself. To comply with the General Data Protection Regulations that came in force May 2018 you have the right to understand why each piece of data is requested and held. Some of the information is not listed in legislation but supports the care and education I can offer your child, please see my data protection policy. Once you understand and agree for me to hold the information please can you provide consent below.

Parent / Guardian name

Parent / Guardian signature

Birth certificate seen – childminders signature

Date