




# Helen Watson Childminding

0777 9595 319 

01246 551595 

hello@underhelenswing.co.uk 

underhelenswing.co.uk 

10 Elm Tree Drive, Wingerworth  
Derbyshire, S42 6QD

## Fees and availability

Monday – Friday, 8.00am – 6.00pm. To secure a place with me, a deposit of 2 weeks fees will be required.

This will then be deducted from the final invoice at the end of the contract taking into account of any outstanding fees.

### Rates

Full day 8.00am – 6.00pm	<b>£38.00</b>
Morning session 8.00am – 1.00pm	<b>£22.00</b>
Afternoon session 1.00am – 6.00pm	<b>£22.00</b>

### Included

All drinks, snacks & baby wipes

### Not included

Nappies, baby milk & baby food (jarred food)

### Before and after school care

Collection/Drop Off – **£1.00 each way**

**£4.50 per hour** (minimum of 2 hours per session)

### Meal costs

Breakfast	<b>£1.50</b>
Lunch	<b>£2.00</b>
Tea	<b>£2.00</b>

### Charges for Absence

- Due to Child's holiday or sickness – full daily fees apply
- Due to Childminder's holiday or sickness – no fees apply
- Bank Holidays – no fees apply

### Late Payment

There will be a fee of £5.00 per day of any late payments

### Late collection of child

There will be a fee of £3.50 for every 15 minutes late

### Termination of contract

Termination of contract by either party is to be given in writing, 4 weeks in advance. In the event of it being necessary for the contract to end before the end of the 4 weeks full payment must be made in any event.

If you have any questions please do not hesitate to ask and we can discuss at any time.



# Admissions Policy

As a Childminder I am authorised by Ofsted to care for children in my setting. I am restricted to the number of children I care for dependant on their age.

I am able to care for three children in the early years group aged 0-5, not more than one of these children must be under 1 year of age. I can then care for a further three children aged 5-8 who are in full time education. These numbers are at any one time. Children aged 4 & 5 years, who are in full time education will be allocated to the 5-8 age group as long as they have started full time education.

I will not discriminate against any baby or child and their families with regards to religion, sex, ethnicity or ability. I am happy for children with additional needs to be cared for in my setting. If your child has additional needs please discuss them with me so that together we can agree that I can offer the care they require, this would be on the basis that I could be confident in providing them with the care they need. I am unable to care for children needing one to one care or children in wheelchairs due to the restrictions in my home.

All children will be welcomed into my home, I will ask for a 4 week settling in period. This will allow you, your child and myself the time if necessary to discuss if the arrangement isn't working and the contract can then be terminated easily. It is very important to me when introducing additional children into my setting that children already in my care who are settled and happy are not affected.

If you have any questions regarding my admissions policy please do not hesitate to contact me and we can discuss.



## Safeguarding – Child Protection Policy

It is the policy of my childcare setting to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and support children's learning and development.

### I will ensure that all children in my care are kept as safe as possible by:

- Minimising risks and providing a safe environment
- Ensuring any concerns about a child are followed up in the right way.
- Working with parents, carers and other agencies to ensure appropriate action is taken.

### There are three main elements to my safeguarding policy:

1. **Prevention** I provide a safe environment and keep my training and knowledge up to date
2. **Have a child centred approach** – based on understanding children's needs and views and putting these needs first, listening to their voice.
3. **Protection** - by following clear agreed procedures: - Sharing concerns, recording concerns and acting on them. I will ensure that anyone 16 yrs or over, who are living in my home, are DBS checked. (If I work with any other person I will ensure that: before appointment they are vetted and have DBS checks, induction and on-going training is in place regarding safeguarding, managing behaviour strategies and staff behaviour/code of conduct policies).

Safeguarding action may be needed to protect children from:- physical abuse, emotional abuse, sexual abuse, exploitation or neglect. I will ensure that all concerns about a child's safety or well-being, which come to my attention (or any of my family or staff/volunteers) will be followed up and dealt with as quickly and as sensitively as possible.



**Safeguarding definition - The DfE 'Working together to Safeguard Children'  
2018 defines safeguarding as:**

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

**Safeguarding can also include:**


- Children's health and safety, including intimate care and first aid provision
- Children's well-being, including their mental health
- Meeting the needs of children with medical conditions
- Child behaviour policy and physical intervention
- Visits and outings policies
- Online safety and use of mobile phones and cameras policy
- Allegations made against myself or anyone living or working on the premises.
- Bullying including cyber bullying
- Child Sexual Exploitation (CSE) as defined by working together 2018
- Children at risk of criminal exploitation (CRE) as defined by local safeguarding partnership procedures.
- Child sexual abuse within the family
- Compromised parenting, particularly in relation to babies and very young children
- Domestic abuse and teenage relationship abuse
- Drugs
- Fabricated or induced illness
- Faith abuse




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- Forced marriage, Female genital mutilation (FGM) and breast ironing
- Gangs, youth violence and trafficking
- Gender based violence/violence against women and girls (VAWG)
- Hate including race hate, discrimination including LGBTQI +
- Missing children and vulnerable adults
- Online abuse/Sexting/Harassment
- Private fostering
- Preventing Radicalisation
- Substance and alcohol abuse

### **Vulnerable children - I will also be alert to the needs of children who may be particularly vulnerable to abuse this could include a child who:**

- Is disabled and has specific additional needs
- Has special educational needs
- Is a young carer
- Is showing signs of engaging in antisocial or criminal behaviour
- Is in a family circumstance presenting challenges for the child such a substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect.

### **Child Protection Procedure**

1. I will be alert to the signs of abuse and neglect
2. I will question the behaviour of children and parents/carers and will not necessarily take what I am told at face value.
3. I will ask for help, depending on the circumstances of the case - Advice can be sought from Starting point by contact 01629 535353 Monday to Friday (8-6).



4. An immediate referral to DCC Starting Point or to the police, must be made if I have significant concern or suspect that a child is at risk of harm or is in immediate danger by calling 01629 533190 (or the police 999)

It will then be the role of social care and health practitioners via the Starting Point referral (and/or the police) to investigate individual cases and take further action if required.

I will record in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for my decisions. If I see further signs of potential abuse and neglect, the matter will be reported and referred again and not left.

Ofsted will be informed (0300 1231231) within 14 days of the incident and the setting's insurance company as soon as possible.

### **If a child chooses to disclose to me**

I will be sensitive at all times and take appropriate action if the child is in need of urgent attention. I will be open about the concern and make it clear to the child that I will have to tell others. I will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or if I am concerned about a real risk to myself or advised by social care or the police not to do so.

### **I will:**

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that I must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow my child protection policy and report any concerns as soon as possible.



### **I will never:**

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what I have been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

Prevent (Prevent Guidance 2021) and Counter Terrorism - Protecting children from the risk of radicalisation is part of my wider safeguarding duties and I will follow any concerns up via my safeguarding procedures. I support children to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremism. Effective practice prevents and tackles the use of derogatory language which is directed towards disabled people or is homophobic, sexist, or racist. All incidents of discrimination and racism will be logged.

Under the Equality Act 2010 the practice and principles of equality and diversity are effectively promoted in an age appropriate way. Stereotypical behaviours are routinely challenged and differences are respected.


### **I meet the requirement of this duty by:-**


- **Risk assessment** – I am alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- Training - It is essential that I am able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified and have attended appropriate training)
- IT policies –I am aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet at my setting.




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- Partnership working – The Prevent duty builds on existing local partnership arrangements for safeguarding and I work to build close link with parents to be able to offer support and guidance, as they are in a key position to spot signs of radicalisation.

Any indicators that there is a concern of prevent or possible extremism will result in a referral to the Derbyshire Prevent Team.

If I have a non-urgent Prevent concern I can seek advice by email from: [ctp-em-prevent@derbyshire.pnn.police.uk](mailto:ctp-em-prevent@derbyshire.pnn.police.uk) or [prevent@derbyshire.gov.uk](mailto:prevent@derbyshire.gov.uk)

Derbyshire Police 101 can also route non urgent referrals through to the Prevent Team. I will follow my setting's safeguarding procedures and complete a Prevent referral form found using the following link:

[Prevent\\_referrals\\_\(saferderbyshire.gov.uk\)](https://www.saferderbyshire.gov.uk/Prevent_referrals_)

If I have an urgent child protection concern about a child, I will contact Starting Point on 01629 533190 immediately. A Prevent related referral will then trigger triage for the Police's Prevent team and Channel (If I have children not living in Derbyshire, I will refer into the relevant social care service for that child and/or the Police Serious Violence/Carrying Knives/Offensive Weapons & Gang Culture

Bringing and carrying a knife/offensive weapon onto an early years and childcare setting premises is a criminal offence and immediate action will be taken by calling the Police.

**Peer on peer abuse** - Safeguarding issues can manifest themselves via peer-on-peer abuse (children abusing other children). This could include, but is not limited to bullying (including cyber bullying), gender-based violence/sexual assaults and sexting etc. Any peer-on-peer abuse will be dealt with via my behaviour policy or the broader child protection procedure, as appropriate. I will also ensure that the needs of children and young people who abuse others will be considered.

Child sexual exploitation (CSE) involves exploitative situations, contexts, and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. This can also be peer on peer. If I am worried about a child is at risk of CSE, I will follow my safeguarding policies and procedures, supporting the child in a sensitive manner.





## **Criminal Exploitation of Children**

I will be trained to recognise signs which may indicate criminal exploitation and to identify children in my setting who may be at risk and to report this.

Criminal Exploitation is child abuse where children under 18 and older where there is a vulnerable adult are manipulated and coerced into committing crimes.

County Lines is the Police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets – suburban areas, market and coastal towns and using dedicated mobile phones lines or ‘deal lines’.

**Cuckooing is a practice where people take over a person’s home and use the property to facilitate exploitation. There are different types of cuckooing:**

- Using the property to deal, store or take drugs
- Using the property to sex work
- Taking over the property as a place for them to live
- Taking over the property to financially abuse the tenant

The most common form of cuckooing is where drug dealers take over a person's home and use it to store or distribute drugs. Children living in these properties are at risk of neglect and other types of abuse.

**Signs which may indicate criminal exploitation:**

- Persistently going missing from school or home and/or being found out of area
- Unexplained acquisition of money, clothes or mobile phones
- Excessive receipt of texts/phone calls
- Relationships with controlling/older individuals or groups
- Leaving home/care without explanation
- Suspicion of physical assault/unexplained injuries



- Parental concerns
- Carrying weapons
- Significant decline in school results/performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes to emotional well-being

### **Forced Marriage, Honour Based Violence and Female Genital Mutilation (FGM) –**

I have a responsibility to take appropriate safeguarding action in relation to any identified or suspected case of CRE/CSE including FGM, in line with wider safeguarding frameworks. More information is available in 'Working Together to Safeguard Children'

All suspected or actual cases of FGM are a safeguarding concern in which safeguarding procedures will be followed. This will include a referral to the Police. If I am concerned about a child I will then refer to Children's services. This will also apply to suspicions of a child being subject to threats of or honour based violence.

The Crown Prosecution Service describes Honour Based Violence (HBV) as a 'crime or incident which has or may have been committed to protect or defend the honour of the family or community'. Honour can be the motivation, excuse, or justification behind a range of violent acts against women and girls.

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. All suspected or actual cases of FGM are a safeguarding concern and the safeguarding procedures must be followed; this will include a referral to the Police. HBV is no specific offence but covers a range of violent acts against women that are covered by other legislation.

Any information that a girl or young woman is at risk of or has undergone FGM or involved in HBV must result in a referral to Children's Social Care; this is a legal duty.

- If I am worried about a child (or adult) who is at risk of FGM or has had FGM or involved in HBV, I will follow my safeguarding policies and procedures, supporting the child in a sensitive manner.
- I will not however approach the child's family or those with influence within the community, in advance of any enquiries by the police, adult or children's social care.


Reporting this is a legal duty and further information and resources can be sought from the Derby and Derbyshire Safeguarding Children Partnership website [ddscp.org.uk](http://ddscp.org.uk)




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### Important Contacts

Call Derbyshire/Starting Point – 01629 533190 (24/7, 365 days a year, Derbyshire contact and referral service for concerns that a child/adult over 18 is suffering or at risk of significant harm

All other requests for support and their families use an online referral form [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint)

Starting point professional advice line – 01629 535353

LADO Derby & Derbyshire (Local Authority Designated Officer – allegations against staff, volunteers, carers)

Professional.Allegations@derbyshire.gov.uk

<https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/allegations/>

Cyber Crime – [www.saferderbyshire.gov.uk/cyberchoices](http://www.saferderbyshire.gov.uk/cyberchoices)

Prevent – Prevent referral in Derby & Derbyshire follow the referral pathway for a child, [www.saferderbyshire.gov.uk/preventreferral](http://www.saferderbyshire.gov.uk/preventreferral)

Lead Officer for Prevent at Derbyshire County Council – DCC Prevent Lead 01629 538473

### My main neighbouring Local Authorities for any concern about a suspected harm or risk of harm to a child are:

Nottinghamshire 0300 500 8080

Derby City 01332 621172

Leicestershire 0116 305 005

Staffordshire 0800 131 3126

Cheshire East 0300 123 5012

Tameside 0161 342 4101

South Yorkshire 0130 273 7777

I will attend safeguarding training every two years, and refresh my knowledge and skills at least annually.

If you have any questions, please do not hesitate to speak to me.



## *Allegations of Abuse against a Childminder*

As a Childminder working alone I am vulnerable to of abuse being made against me and therefore have to take the following precautions to ensure that my family and I are protected:-

- All members in my household over the age of 16 have an enhanced DBS clearance.
- Recording every accident/incident that happens while children are in my care. Having conversations with the parents and asking them to sign my record.
- Making note of any marks/bruises on children when they arrive and asking parents to let me know of any accidents that may have occurred outside my care.
- Ensuring that children are supervised at all times.
- Keeping accurate records of all children and keep daily diaries for parents to have access to at all times.
- Ensuring when possible that any work done on the house is done in time when not caring for children unless this is necessary for health and safety reasons.

In the unfortunate event of any allegations made I will take the steps below in order to get professional advice and support.

### **Contact:**

Local authority designated officer (LADO): 01629 533190

Legal advice line – operated by Pacey: 0808 178 0332

Ofsted: 0300 123 1231

I will keep a record of any related incidents, conversations along with times and dates. I will ask any witnesses to give statements if applicable and for them to provide their names and contact details in the event the local authority may wish to get in contact with them.

If you have any questions please do not hesitate to speak to me.



## Complaints Procedure

I endeavour to provide a caring and happy learning environment. I hope that you and your child(ren) are happy with the care I provide. If for any reasons you do have concerns or are not happy with the care I provide please let me know and hopefully I can solve the concerns you may have. If it is something you would prefer to discuss without your child being present I am happy to arrange an evening or week end appointment so that we can have the time to talk about your concerns.

If you feel unable to talk to me directly and feel more comfortable putting your concerns in writing then please do so, addressed to myself and I will respond within 28 days of receipt.

There may be times when concerns you may have are not able to be resolved directly and if this is the case and you feel you would like to formalise your complaint then you should contact Ofsted Complaints and investigation unit on 0300 123 1231.

It is a requirement of Ofsted that all complaints are logged, responses recorded and any action taken is noted. It maybe that upon inspection Ofsted requires to see the complaints register.

If you have any questions regarding this procedure please do not hesitate to speak to me.



## Dropping Off and Collection Policy

Please could I ask that you let me know if you require to drop off or collect your child at different times to the agreed contracted times. If I am not aware of any additional care it may be that I am unable to care for your child. Likewise as a sole Childminder I will be doing both school drop offs and collections and therefore if you are late in a morning for example I may not be at home. It is important that your child knows routine and they will be aware of when you should be arriving to collect them. To avoid upset it is important that we work together to achieve suitable times that work for everyone.

### Collection

Please ensure that your child(ren) is collected at the agreed contracted time. I will only release children to authorised people who have been nominated by you as parents/guardians, I will ask for you to provide a list of people who may collect your child. In order for me to be sure that the person collecting your child is the person you have given permission to collect, I will ask for a password system so that I can be confident your child is being collected by the right person. This password can be arranged when the contract begins or when the time comes whichever is convenient, please discuss this method of collection if necessary.

From time to time I understand that you may be late, if this is the case please let me know as soon as possible, I will accommodate extra care whenever possible, the earlier I am aware of it the better so that I can plan ahead. In the unlikely event when I am unable to care for your child beyond the contracted hours I will contact the persons you authorised as emergency contact when the contract began to see if they are available to collect. On such an occasion your child will be re-assured and activities and food will be provided where necessary.

If you do not arrive to collect your child within 1 hour of the agreed contracted time and no communication has been made regarding the care for your child then I will contact the persons on your emergency contacts, if no one on that list is available I will contact Derbyshire Social Services for advice.

I reserve the right to charge the appropriate additional fees applicable, please refer to my fee and availability policy.

If you have any questions regarding this please do not hesitate to speak to me.



## Sick Child Policy

I appreciate that as a working parent you need to be able to go to work, however if your child is unwell then they will be better cared for in their own home with you their parent. I am happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature. I have to go out each day to do school runs and need to consider the welfare of all the children in my care.

If your child tests positive for COVID-19, please follow the latest government guidelines.

If your child has had diarrhoea or sickness in the last twenty-four hours please do not bring them, but call and let me know. I will take children back into my care 48 hours after symptoms disappear. This is inline with the guidance set out in the Health Protection Agency document 'Infection Control in Schools and Other Child Care Settings'.

If your child becomes ill whilst in my care, I will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. I will contact you immediately and continue to care for your child until you arrive.

I am happy to administer medication-please see my **Administering medication policy**.

I will contact you if one of my own children is not well, inform you of the illness/symptoms and if I am able to work. This then allows you to make an informed decision as to whether to bring your child or not.

If you have any questions or concerns with this policy please do not hesitate to speak to me.



# Administering Medication Policy

I am happy to give your child non-prescribed medication, such as Calpol or teething gel etc, but only if you have signed a parental permission form for me to do so. However, I am only allowed to give children medicine containing Aspirin and Ibuprofen when prescribed by a doctor and a separate permission form would be required for this.

This permission form will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form.

In order to protect your child, you and myself, it is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given.

I will ensure that all medication given by me will be stored correctly, in accordance with the manufacturers guidelines and I will check that it is still within its expiry date.

If your child has a self-held medication please obtain an additional one for me to keep at my home. Older children can easily forget to bring home an inhaler. What could be a simple puff of Ventalin then turns into a major incident and a trip to the hospital. If your child has acute allergies and carries/needs an EpiPen, please discuss the matter with me.

If your child needs to take medication prescribed by a doctor, please discuss this with me. I will need you to sign an additional permission form. In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

All medicine given to me to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication the details from the Doctor/pharmacy.

I will record all medication administered in my book and request a parental signature at the end of each day.

If you have any concerns regarding medication please do not hesitate to discuss them with me. For further information on the steps I will take should your child become ill in my care, please see my **Sick Child Policy**.





# Managing Behaviour Policy

Promoting positive behaviour is very important and I do this by:

- Giving lots of praise for good behaviour
- Giving the children individual attention so they feel valued
- Setting a good example, being a good role model
- Listening to what the children have to say
- Rewarding good behaviour (choosing next activity etc)
- Giving children reward stickers for good behaviour, sharing etc.

I help the children understand my house rules, which are realistic and I am consistent in the enforcing of them.

I do not give out confusing signals, Saying No means No!

I am aware of the different reasons why children misbehave and will endeavour to keep to routines so that your child feels safe and is not over tired or hungry.


However all children will misbehave at some time. I have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:


- **Distraction** – remove the child from the situation and give them an alternative activity.
- **Ignore** – depending on the situation I may ignore the bad behaviour as I feel it is being done to get a reaction.
- **Discuss with Child** – If the child is able to understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. I inform that it is their behaviour that I do not like, not them.
- **Time Out**– removing the child from the activity and sitting them quietly for a few minutes.




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**I will never smack, shake or hurt your child. I will not humiliate your child or use a 'naughty step'.**

If a child misbehaves I will let you know by either writing it in their contact book or by ringing you later after collection. Some children can become upset if the incident is retold in front of them. I will also inform you of how the matter was dealt with. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset.

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



# Health & Safety Policy


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 high-chair and pushchairs.
- Car seats are checked regularly to ensure they are correctly fitted. I will never use a second hand car seat, as I do not know its history.
- My car is regularly serviced and MOT. I keep the safety locks on the back doors working. My car insurance is for Business use.
- I use safety equipment appropriate for the children in my care, i.e. stair gates, cupboard locks etc. These are checked regularly.
- I will keep my front door locked with the keys on a high shelf to prevent the children opening the door to strangers/leaving the property.
- 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 wrapped and placed in the outdoor rubbish bin.
- I do not permit smoking in my home and will not take the children into any smoky environments.
- I follow strict hygiene guidelines to prevent contamination.
- I have strict Child protection guidelines in place (see separate policy).




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- 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.
- I will work with you to teach the children about making healthy food choices and physical exercise.
- Sleeping children will be regularly monitored.
- I will restrain a child if they are putting themselves or others in danger, for example running into a road.
- I will keep a written record of accidents or injuries and first aid treatment. I will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable.

If you have any questions regarding this policy please do not hesitate to speak to me.



# Lost Child Policy

The care of your child is paramount and I will always try to ensure that they remain with me and are safe.

However sometimes children can become 'lost' in busy places and therefore as a responsible childminder I have written a procedure that will be followed in the unlikely event of this happening:

- I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them
- If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- I will provide everyone involved in the search with a description of the child
- I will reassure the other children with me, as they may be distressed
- I will then alert the police and provide a full description
- I will then alert the parents of the situation.

I take precautions to avoid situations like this happening by implementing the following measures:

- Ensuring the children hold my hand or the pushchair whilst we are out
- Avoid going to places that are overcrowded
- On outings the children wear high visibility vests so they are easily seen from a distance when playing, each having my mobile number printed on.
- I teach the children about the dangers of wandering off and of talking to strangers.



## Physical Contact Policy

As an Ofsted registered Childminder I am very aware that each child has differing needs. Some children like to be affectionate and show it through hugs, kisses etc. others are not so tactile. I am happy to hug, kiss (head or cheek) hold hands, cuddle tickle etc. your child providing both you and your child are happy with this. I would never force a child to do any of the above if it made them feel uncomfortable.

I will intervene with a child only if they are at risk of inflicting harm on themselves or others. I will separate children if they are fighting. I will intervene if a child tries to run into the road etc. If I do need to intervene with your child I will document it in my incident book and ask you to sign the record. This is to protect all parties.

I will also need to have some physical contact with your child in order to ensure hygiene routines are carried out. For example the washing of hands, faces and teeth and the wiping of noses. I am happy to assist with toileting according to the age and stage of ability of the child and to change nappies if required. If necessary I will change a child's clothes if they have had an accident.

If you have any concerns or wish to discuss the matter further please do not hesitate to let me know.



## Transporting Children in a Car Policy

The safety of your child is paramount and I have therefore put together the following procedures regarding the transportation of children in my car:

- I have a full, clean driving license, which is available for you to see on request
- I will ensure my car is in road worthy condition by having it regularly serviced by a reputable garage
- I will ensure it complies with all legislation, MOT, Car Tax etc.
- I will ensure it is covered by Business Use Car Insurance and the Certificate is available for you to see
- I will avoid where possible taking your child to a petrol station, by filling up my car before or after my minded hours
- I will ensure all car seats are correctly fitted, age and stage appropriate for the children using them and that they are correctly strapped into them
- I will ensure that the child safety locks are in use on my car
- I will always carry a mobile telephone with me in case of an emergency but will not answer it whilst driving
- I will return calls on my return
- I will always carry identification for me and the minded children in case of an emergency
- I will always carry a First Aid kit in the car in case of an emergency
- I will never leave a child unattended in a car
- I will teach your child about the dangers of cars and roads, in an age appropriate way
- I will advise you in advance if we are making any special trips or long trips in the car
- If your child suffers from travel sickness please let me know immediately.

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



## Risk Assessment Policy

The Early Years Foundation Stage requires childcare providers to conduct risk assessments and review them regularly.

I check my home and garden every morning before the minded children arrive to ensure that it is a safe environment for the children to play in. I also risk assess any environment that I take the children into, for example walking to school, the shops, library and toddler groups etc.. If I am planning to take the children into environments that are unknown to me I try to do a risk assessment in advance so I am aware of any potential hazards, although this may not always be possible.


I record my assessments on sheets and these are stored in a file. These documents are available for any parent to see on request as well as Ofsted.







# Helen Watson

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## Pet Policy

I believe that children can learn a lot from having contact with animals, however certain procedures must be followed to ensure the safety of the children:

- Children must be encouraged to treat all animals with respect, learning how to handle them correctly
- Children must wash their hands after any contact with animals and understand the reasoning behind this
- Children must be taught that not all animals are child friendly and that they should always check with the animal's owner before attempting to stroke or handle them
- Food for the pet must be stored safely away from the children's reach
- A high standard of hygiene must be followed, with careful thought given to the placing of the feeding and drink bowls of dogs and cats
- The garden must be checked every morning, before the children are permitted outside to play, to ensure that no animal has fouled it.



## *Nappy and Toilet Training Policy*

I am happy to accept babies and children in nappies. I will need you to provide me with the following:

- Nappies
- Any cream that you use on your child

I will provide a changing mat, which will be wiped over with disinfectant between each use and nappy sacks for the disposal of used nappies.

I will change your child regularly and immediately if they have soiled a nappy. I believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows provide time to discuss basic hygiene issues, preparing them for potty training.

When your child starts to show signs that they are becoming aware of their bodily functions I will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child. It is unusual for a child to be ready to be potty trained much before their second birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs of being ready yet. It is very important that we work together to potty train your child and pick a suitable time to do it, when we can both dedicate time. If we start the training and your child is not ready then we can stop and start again when they are. Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need during this period. I will provide you with daily feedback on how we are progressing with the training. I do ask that children remain in pull-ups/nappies during the training process when with me, unless they are reliably asking to go to the toilet.

In order to help your child become independent in going to the toilet I can provide the following equipment:

- Potties
- Toilet trainer seat
- Steps for the toilet and the wash basin.

Please let me know if you wish to discuss your child's potty training.



## House Rules

I have written a few simple 'House Rules'. They are designed to help us all work and play together happily and safely. I will provide you with a copy of them and they are available for the children to see in my home, both in words and in pictures. I work with the children to ensure that they understand the rules and why I have them. Mostly they are to ensure the safety of all those in the home and to help the children learn to respect each other and others property. They are probably very similar to the 'rules' that you have in your own home.

### **We all sit at the table (or in our high-chair) to eat or drink**

This is to prevent spills and chocking accidents. It also helps to create a social atmosphere in which children can learn good table manners.

### **We treat the furniture with respect**

This is to prevent children from falling off settees and hurting themselves and also to learn to respect others property and to use things for what they were designed.

### **We look after the toys and play with them correctly**

We learn not to throw toys as this could hurt someone and/or break the toy.

### **We remove our shoes in the hallway**

We don't want to tread mud (or worse) onto the carpets and flooring where the babies crawl and we sit to play.

### **We treat others how we would like to be treated**

We learn good manners, please and thank you and are nice to each other. We do not allow any hurting of each other either by physical or verbal means.

### **We share our toys and activities and help to tidy away when finished with them**

We will not fall over toys and hurt ourselves if we keep the floor tidy.



## Mobile Phone & Camera Policy

As a childminder I am very aware of the sensitive nature of holding photographs of children and their possible misuse. I have, therefore, implemented the following procedures in order to protect the children in my care.

If using mobile phones to take photographs of children, the photos will be sent to you securely and then deleted.

The following procedures are in place:

- I will obtain your written permission to take photos for record keeping or displays
- I will not allow any older children or any other adults, apart from myself, to take pictures of the children
- I will not distribute or publish any images of your child without your consent
- I will always be able to justify to Ofsted the reason for taking any photographs
- I will always ensure children are appropriately dressed
- All information held regarding you and your children will be maintained in accordance with the Data Protection Act.

If you have any concerns or questions regarding this policy please do not hesitate to speak to me.



## *Working in Partnership with Parents/Carers Policy*

It is very important for your child that we work in partnership. This will give your child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

As parents you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is therefore important that we have an excellent communication system. I appreciate that as a working parent you may be in a rush to go to work in the mornings and to get home in the evenings. For the pre-school children, I therefore, like to use a daily diary sent via WhatsApp to support our daily communications. I will complete the diary each day that will include what your child has eaten, naps, activities, milestones achieved etc.... This communication tool can also be used for you to complete if your child has had a disturbed sleep, is not feeling well or any other piece of information that may help me to provide him/her with the best care I can. The daily diary will also allow you to let me know of any 'Wow' moments your child has at home in any area of their development. This I believe is a great way for us to work together in order to make the most of the developments your child is making daily and to build on that there on. However, I am always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone, by text or email.

I would also appreciate it if you could inform me if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, potting training, managing behaviour, starting (pre-)school etc....


If you wish me to incorporate a special activity into my routine, perhaps a festival or religious holiday that you celebrate please let me know.


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




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Looking at the wider picture, it is also important to work and share information with other professionals with whom your child may come into contact. To this end I will ask you to complete a form detailing any other institutions your child may attend.

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved whilst un-aided it could fester and become a major issue.

I am very much looking forward to working in partnership with you to care for your child.



# Special Needs Policy

As a Childminder, I am aware that some children may have special needs and that I need to be proactive in ensuring that appropriate action is taken when a child is identified as having special needs or starts in my care. It is essential to promote the welfare and development of the child in partnership with parents and other relevant agencies.

I have therefore put the following procedures in place.

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

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

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

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

## **I will work in partnership with parents and discuss:**

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

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



## Healthy Eating Policy

A good balanced diet is vital for children to develop healthily along with fresh air and regular exercise.

I am happy to provide all children in my care with healthy meals, snacks and drinks, or to cook/serve food provided by their parents.

I encourage children to choose healthy options and to experiment by trying new foods from other cultures.

Older children are encouraged to help in the preparation of food and meals. I am happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements. If your child has any particular dislikes or favourite dishes please let me know.

I will record what your child has eaten and approximate amounts in their daily diary. If you have any concerns regarding diet/menu/quantity please do not hesitate to discuss it with me.

I am happy to support you if you are weaning your baby. I have a blender and am willing to make puréed dishes if required.

I do not permit children to have fizzy drinks, unless it is a special occasion and parents have given permission. Children are offered water, milk or diluted fruit juices/squash.

I do not encourage children to eat sweets on a regular basis, however, I do sometimes offer sweets for special occasions. Please let me know if there are any sweets you do not permit your child to eat.

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





## Unexpected Closure of Childminding Service Policy

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

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

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

Following emergency evacuation of my premises (see evacuation policy)

Loss of power to my home

Mains water turned off

Heating broken

Flooding

Medical emergency for myself or a member of my immediate family

Death within the family

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

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

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



# Privacy policy

In accordance with article 6 of the General Data Protection Regulations (GDPR, May 2018) it is a requirement to provide you with information about the details I keep about you and your child/ren

Most of the information I collect from you is for statutory reasons and when sharing information with me is optional I will let you know that you have a choice to share this information.

## The records I hold:

### Developmental records

- Details about learning at home
- 2 year progress check
- Observations, assessment, planning and progress checks

### Personal records

- Personal details, required by the LA for funding records
- Contractual details
- Emergency contact details
- Childs health and wellbeing requirements (Including allergies)
- Safeguarding and child protection records
- Information from other agencies or professionals


All records are kept in paper/online/digital format which are stored securely in a cupboard/on my business computer. Digital records are only used minimally, for example parent contact numbers/emails (this only applies to paper format)




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### **Data sharing:**

I am required to ensure that the information I collect about you and your child/ren is treated confidentially and only shared without your permission when there is a need, for example if the child is going to be in immediate danger or safeguarding circumstances. Parental permission will be required to share any information with outside agencies such as preschool, health visitors etc.

### **How long I keep your data for:**

It is a requirement under GDPR to inform you about how long I will keep information on you and your child/ren. You will find this information in my retention policy. Upon your child leaving the setting, further information regarding data storage will be clarified in the contract termination letter.

### **How I delete your data:**

**Digital** – Files and information held in a digital format will be deleted from my computer when no longer required.

**Paper** – Files held in paper format will be handed to parents when child leaves the setting or shredded when they become no longer needed. Please see retention policy for further information.

### **Online data processing:**

I will keep a copy of your mobile phone number and/or email for transferring information across platforms such as WhatsApp, Facebook, email or any other agreed platform. I will continue to use this method unless instructed otherwise.

### **Deleting data:**

If a parent requires me to delete or destroy any information about their child once they have left the setting, I will discuss the information with them and explain which parts can be deleted and which information must be kept in order to comply with GDPR.

### **How you can make a complaint:**

I am required to inform you about how you can make a complaint relating to a data breach or if you think I am not processing your data appropriately. Complaining to ofsted- email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Phone:** 0300 123 1231

**Address:** Piccadilly Gate, Store Street, Manchester, M1 2WD

Complaining to ICO- [ico.org.uk](http://ico.org.uk)



## Retention policy

The general data protection is an EU law from May 2018. It requires us to share information with you about data retention after your child has left our setting. This new law will assist childminders in being clearer and open about personal data held. Our records should be kept to a minimum with no unnecessary data which should be checked often that they are up to date and relevant.

As childminders we have a duty to hold on to some of the data after the child has left (listed below).

Any data that we are not legally required to keep will be given to you when your child leaves or will be destroyed.

I am required to be registered with the ICO and, when using digital systems, data is held securely with a password.

In addition, data held in a paper format is held securely in a locked cupboard.


If my childminding services cease, any digital information I have must be printed off and stored securely, or I can continue to pay the ICO fee to store these digitally.

### **The following data will be kept in my setting until the child reaches 21 years and 3 months:**

- Accident/injury/existing injury/medication administration/illness and incidents forms
- Attendance register
- All complaints
- Concerns about a child
- Childcare contracts and termination
- All signed permission forms
- Physical intervention record
- Any emails, texts or letters relating to serious allegations
- Diaries, if relating to a safeguarding issue




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## **The following data is kept in my setting for 5 years:**

- Accounts
- Policies and procedures
- Acknowledgement of receipt
- Visitor log
- Insurance documentation

## **The following data is kept in my setting for 3 years:**

- Informing Ofsted of changes
- Local Authority Funding
- Local safeguarding record forms\*

\*This is different for local authorities

## **Upon leaving the setting the following data will be sent home with your child:**

- Daily Diaries
- Any photos I have of your child

I endeavour to routinely check and update any retention requirements in line with statutory requirements.

