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Safeguarding Children Policy

My first concern will always be the welfare of your child. As a care provider for your child, I am required to follow the Local Safeguarding Children's Board procedures. As a carer for your child, I will at all times try to share with you any concerns that I may have about your child. However, there may be times when I have to talk to social care before I talk to you.

Aims

To recognise all types of abuse: emotional, physical, sexual, neglect.

The welfare of the child is paramount.

To meet the welfare requirement 'safeguarding and promoting children's welfare', I am required to take the necessary steps to safeguard and promote the welfare of children within my care.

Objective

To keep the child safe.

To provide strategies for each child to protect themselves from abuse.

Operating Policy

I keep up to date with the safeguarding of children by attending training and accessing and reading relevant information that will help me to be aware of the signs and symptoms of abuse.

I have copies of the Local Safeguarding Children's Board procedures and follow these at all times. I have read them and understand them. I ensure that I have the most recent copy of relevant procedures.

I will encourage children to recognise:

- that their bodies are their own, they can select who they want to kiss and hug them;
- they have rights to say no if someone tries to touch them or make them do something which frightens them or they don't like;
- That they will be listened to and taken seriously, they will be helped if they express fear and feelings. Any concerns that I may have in connection to safeguarding will be reported to Social Care.
- Within the Early Years Category I will assist children in cleaning themselves of Feces after using the toilet. I will ask the child's permission before I do this. Any child who is older than this i.e., not in the Early Years Category should be fully toilet trained and should be able to clean themselves the toilet. If an older child has any particular need,

which prevents them from doing this, I will require permission from the parent/carer in writing to assist in this process.

I have undertaken relevant safeguarding children training.

I ask that parents and carer's inform me if their child has had an accident or injuries before attending my setting or of any concerns that they might have about their children. I am required to make a record of this information.

If I notice a significant change in the behavior of a child, hear any comments that concern me, see unexpected bruises, injuries or marks or even if the general wellbeing of the child becomes worse, I will carry out my duties as stated in the Local Safeguarding Children's Board.

I will contact the Local Social Care and follow this up in writing within 48 hours.

I will make a factual record of my concerns and will ask the parent / carer for an explanation providing this would not put the child in imminent danger.

If a child tells me that they are being abused or that another child is being abused, I will:

- listen to them and take their allegation seriously
- support them whilst they are talking, however, I will not ask leading questions or prompt them in any way
- never promise to keep the allegation secret
- explain what course of action I am required to take in an appropriate manner that will suit the child's stage of development
- make a factual record of what I have seen or heard, using the exact words used by the child (if applicable)
- record the date, time, location and state who was present at the time
- immediately report my concerns to Social Care

If an allegation is made against me or a member of my family, I will invite the parent or carer to follow my complaints procedure. I will also inform Ofsted and report the allegation to Social Care following the procedures set in place by the Local Safeguarding Children's Board. The Local Authority Social Care Child Protection Team can be contacted on 0113 2478653/2478457

In all instances that concerns are raised about the welfare of a child I will record:

- The child's name, date of birth and address

- The time and date of the record
- Factual details about the concerns I have
- Whether I have spoken to the parent and if so, what their response was

I understand that it is not my duty to investigate any allegation of abuse or concern about a child, any concerns will be passed on to Social Care.

In Leeds, the contact details for Social Care are:

0113 2224403 - Local Authority call centre

0113 2409536 - Out of hours number

If I made any referral to Social Care, I would inform Ofsted in writing as this is a significant event. The contact details I would use are:

Ofsted Early Years

Piccadilly Gate

Store Street

Manchester

M1 2WD

0300 123 123

If any allegations are made towards me I will contact (The Local Authority} Social Care Child Protection Team can be contacted on 0113 2224403) straight away. I'll also contact Ofsted within 14 days and give a written account of activities/incidents that day. My certificates are available to see displaying my Ofsted number. I make all parents aware that my Ofsted number is on the contract which they sign and receive a copy of.

Sick Child Policy

It is my policy to keep children safe when they are in my care and promote good health and take the appropriate steps to minimize the spread of infection within my setting. Children are often prone to illness, and although I appreciate that as a working parent you need to be able to go to work, I do however have to acknowledge that children who are unwell are better cared for at home by a parent.

Children with minor coughs and colds are welcome to attend the setting and will be cared for, but children who are very unwell, infectious or running a high temperature will need to be cared for at home.

If your child has had diarrhea or sickness can I please ask that you do not bring your child, until **48 hours after the last bout of sickness and/diarrhea**. Just give me a ring and let me know. This is to ensure that the risk of the transmission of infection to other children is minimised.

If your child becomes ill whilst in my care, I will do my best to ensure that they are made as comfortable as possible, I will isolate them from other children if this appropriate and reassure and comfort them. I will contact you immediately and ensure that your child is cared for until you arrive.

I am happy to administer any prescribed medication - please refer to my medication policy.

If I or any of my family members become ill, or have an infectious disease, I will inform you as soon as I am able. If I am not able to provide my childminding service I will not charge you for the time that I am unavailable.

I will ensure that I inform parents of other children within my setting if a child is diagnosed with an infectious disease. If any child within my setting is diagnosed with food poisoning or a notifiable infectious disease, I will inform Leeds Environmental Health on 0113 2476286. I will also inform Ofsted within 14 days as this is a significant event on 0300 123 1231.

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Equality of Opportunities Policy

I will make sure that I actively promote equality of opportunity and anti-discriminatory practices for all children. I will make sure that I treat all children with equal concern and respect.

Procedure

This procedure demonstrates how I will provide equal opportunities for all children in my care, regardless of their gender, race, culture, social background, religion, language or any disabilities.

I value and respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.

I provide equal chances for each child to learn and develop to their full potential, taking into account each child's age and stage of development, gender, ethnicity, home language, and ability.

I provide, and make sure that all children have access to, a range of toys and play which provide positive images and examples of the diversity of life in our society, including food, meals and marking festivals and special occasions.

I challenge racist and discriminatory remarks, attitudes and behaviour from the children in my care and other adults.

I will always help children to feel good about themselves and others by celebrating the differences which make us all unique.

Medication Policy

Aims

As a registered child minder, I will implement an effective medication policy to ensure that I meet the individual needs of a child. I will only administer medication when it is essential to do so. For example, when it would be detrimental to a child's health if the medicine was not administered. Medicine will only be administered when prior written consent has been obtained.

Objective

To keep children healthy.

To meet the welfare requirement 'safeguarding and promoting children's welfare', I am required to promote the good health of children and take appropriate action when they are ill.

Operating Policy

I am able to administer prescribed medication to your child. I am also able to administer non-prescribed medication such as pain relief or teething gel but only if there is a health need to do so.

I will only administer medication to your child if it is in the original bottle or container and not decanted. It must state the manufacturer's guidelines and if it is prescribed, the details of the doctors or pharmacy. I will ensure that all medication given to me is stored appropriately and is within the expiry date.

If the administration of medication required technical or medical knowledge I will attend specific training provided by a qualified health professional.

I will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

If I have a child in my care with long-term medical needs then I will ensure that I and any co-workers have sufficient information about the child's medical condition and will work in partnership with parents to assist the administration of any prescribed medication.

I am required to keep a **written record** of all medicines administered to children within my care.

Before I administer any medication, I will obtain prior written consent from a parent / carer for each and every medicine before it is given. The consent will specify:

- the child's name
- the details of the medication to be administered (such as paracetamol)
- the health reason for administering medication

I will also record:

- the time that the medication was last administered (this may have been administered by a parent / carer of the child)
- the date(s) that medication should be administered
- the time that the medication should be administered

The prior permission form **will always** contain a **prior permission signature** from a parent or carer in order to allow me to administer the medication.

When I administer medication, I will always:

- record *what* medication has been administered to a child (e.g. paracetamol)
- record *when* medication has been administered to a child (time and date)
- record *who* has been administered medication to a child
- The medication record **will always be signed** with an **acknowledgement signature** to demonstrate that I have informed the parent / carer that medication has been administered to their child

Behaviour Management Policy

I aim to provide a safe, secure learning environment for children and a quality childcare service for parents.

I will endeavour to support children to develop social skills and self discipline appropriate to their stage of development in partnership with parents. Before placement starts the following information will be discussed with parents and together we will agree methods to manage children's behaviour, this will be revisited and updated regularly to ensure a consistent approach is used to manage children's behaviour.

Children will be guided away from doing things which:

- Are dangerous to the child
- Are dangerous or hurtful or offensive to someone else
- Will make the child unwelcome or unacceptable to other people
- Damage other peoples property

House rules will be used to encourage positive behaviour as the rules will be simple and state what behaviour is expected, rather than stating what children should not do. House rules will be discussed and agreed where possible with children.

I will encourage appropriate behaviour by:

- Encouraging self discipline and respect for others
- Rewarding good behaviour
- Setting realistic limits according to their stage of development
- Giving lots of praise for good behaviour
- Giving children individual attention so they feel valued
- Setting a good role model
- Listening to children
- Building a children's self-esteem
- Being consistent

If a child is showing unwanted behaviour I will support them by:

- Distracting or re-directing them with another activity
- Discuss it with the child
- Ignore, little things, (depending on the situation)
- Time out (a few minutes sitting quietly)

I will not use physical punishment or any form of punishment causing pain, discomfort or humiliation.

I expect parents to inform me of any changes in the child's home circumstances, care arrangements or any other changes which may affect the child's behaviour such as new baby, new partner, parents' separation or any bereavement. All information shared will be kept confidential unless there is a child protection issue.

All significant incidents will be recorded, shared and discussed with the parents of the child concerned so that together we can work to resolve any issues, to support the child.

Complaints Policy

As a registered childminder I aim to work in close partnership with all parents, to meet the individual needs of their children.

If there is any aspect of my service you are not happy with please bring it to my attention and I will make every effort to resolve the issue through frank and open discussion. You can put the complaint to me verbally or, if you prefer, formally in writing or by email.

It is a condition of my registration to investigate all written complaints relating to the requirements of the Early Years Foundation Stage and I will notify the complainant of the outcome within 28 days of the receipt of the complaint.

I will keep a written record of all complaints and their outcome for at least three years

I will maintain confidentiality but will provide Ofsted, on request, with a written record of all complaints within a specified period and the action taken as a result of each complaint.

I will record the following information:

- The name of the person making the complaint.
- The Early Years Foundation Stage requirement(s) to which the complaint relates.
- The nature of the complaint.
- The date and time of the complaint.
- Any action taken in response to the complaint.
- The outcome of the complaint investigation (for example, ways the service has improved).
- Details of the information and findings that were given to the person making the complaint, including any action taken.

If the complaint cannot be resolved or if the complaint is of a serious nature and you feel you cannot discuss it with me you should contact Ofsted on 0300 123 1231. Ofsted can be contacted at any stage of the complaints process. You may also write to Ofsted at:

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Store Street

Manchester

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0300 123 1231

Lost or Missing Child Policy

I aim to safely supervise children when we go on outings or trips, but in the unlikely event of a child going missing I have a written procedure that I will be following

- I will immediately raise the alarm and search the area
- I will provide everyone involved in the search with a description of the child.
- I will contact the police, if the child is not found within a reasonable amount of time and dependant of the individual circumstances at the time, e.g. location, age of child
- I will alert the parents of the situation.
- I will reassure the other children with me as they may be distressed.
- I will notify Ofsted within 14 days of the incident occurring.

I will take every precaution to avoid situations like this happening by implement the following measures

- Ensuring the children hold hands whilst we are out or walk in 2's
- I will teach the children about dangers of wandering off and talking to strangers
- Each outing will be risk assessed

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Uncollected Child Policy

Procedure if a child is not collected

If a child is not collected within 15mins of closing time, I will try calling the parents contact numbers. Then I will try the emergency contact numbers.

During this time I will continue to safely look after the child and keep them as comfortable and reassured as possible.

I will continue to try the parents contact numbers and emergency numbers, but after a responsible amount of time (insert a responsible amount of time) from the agreed collection time, I will then tell the local authority. I will notify Ofsted within 14 days of the incident occurring.

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Parking Policy

Please park considerately, when dropping your children off at the childminding setting, or collecting them on your return.

Please consider our neighbours, by not blocking anybody in (drive access), or by not parking in the middle of the road, or on the turning circle outside the houses on the street.

Cars can pull in **behind ours in the driveway** or park **at the front of the house** if there is a space available. Alternatively, cars can be parked in front of the privet bushes **opposite the house on the other side of the road.**

Many thanks for your consideration.

Emergency Evacuation of the Premises Procedure

Procedure to follow in the event of an emergency as a result of fire, flooding, gas leak etc.

The procedure will be practiced on a regular basis with the children in my care to ensure they are familiar with the evacuation procedure. Evacuations will be carried out on different days and times of the week to ensure all children are included.

Details of the fire drills will be recorded in the fire evacuation log.

Procedure to be followed

- Sound the alarm (this may be a whistle)
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- Don't waste time worrying about personal belongings
- Take:
 - Attendance Record for the day
 - Contact numbers
 - Mobile phone
- Assemble across the road from the house (at the end of the garden if leaving via the rear of the house)
- Contact the emergency services
- Comfort and reassure the children check everyone is accounted for.
- Arrange safe place for the children to stay until parents can collect them or until it is safe to return to the building
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so

In the event that an emergency situation occurs for e.g. due to an accident or illness and I, Judith Lemass am unable to care for the children. Arrangements have been made for the children to be cared for by the following person/persons.

First point of contact:

Name Julian Lemass (My husband - Childminding Assistant)

Second point of contact:

Name Helen Rawstron, (Childminder)

Toilet training

Childminders who look after babies and toddlers, (day care), would be expected to change nappies and assist with toilet training on a daily basis.

It is usually the case, that that children of school age are toilet trained.

If your child is not yet toilet trained, when they start school, we would suggest pull ups, with regular reminders, until they are toilet trained, as it is embarrassing for the child and will disrupt their routine and the routine of other children within the setting.

However, accidents do happen, and we are more than happy to assist your child, if they have an occasional accident. If toilet accidents are happening on a regular basis, this would become very difficult to manage and get all the children to school on time.

Childminders are not funded for SEN (Special Educational Needs) support within the setting, and need to manage all needs, independently, following government guidelines. Whilst we are happy to make reasonable adjustments, we also need to make sure that we are paying equal attention to ALL the children in the setting and are meeting ALL of their needs.

If your child has a toilet accident, we will clean them and put their clothes in a carrier bag, for you to wash later. We have a spare change of clothes bag within the setting. Additionally, you are welcome to pop spare clothes in their school bag, if you prefer your child to wear their own clothes. When used, they will need replacing, the following day.

If the extent of the accident requires a full bath/shower, we would, do our best, with a general clean (baby wipes). If it is diarrhoea, we would then ask you to collect your child as soon as possible, as per the sickness policy, then they should not return until 48 hours after the last bout of sickness and/or diarrhoea.

Regular accidents can be a sign of a medical condition such as urine infections, food intolerance and SEN, and should be diagnosed by a doctor.

In all cases, it is important to work together and discuss other options to ensure the child is comfortable and their needs are met. When information is

shared, parents and carers can work together, for the best interests of the child. If you have any questions about this, please ask and we will do everything we can to meet their needs.