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Safeguarding Children & Child Protection Policy

Safeguarding and promoting the welfare of children is everyone's responsibility.

Safeguarding and promoting the welfare of children is defined as: *"Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."* (Working Together to Safeguard Children, 2015).

Child protection refers to actions taken to prevent children suffering, or being likely to suffer, significant harm.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Childcare Act 2006, and the Safeguarding Vulnerable Groups Act 2006 and is in line with government publications:

"Working Together to Safeguard Children" 2015,
"Framework for the Assessment of Children in Need and their Families" 2000,
"What to do if you are Worried a Child is being Abused" 2015,
"Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" 2015,
"Statutory Framework for the Early Years Foundation Stage" 2014,
"The Prevent Duty: Departmental Advice for Schools and Childcare Providers" 2015.

As a registered Childminder I take seriously my responsibility to ensure the safety and promote the welfare of children in my care in line with the procedures laid out by the Local Safeguarding Children Board:

- Swindon Local Safeguarding Board

I have developed a structured procedure to be followed in the case of suspected abuse, which is regularly reviewed and updated.

As a childminder, I am the Designated Safeguarding lead for my childminding setting. I work with other agencies, including Children's Services and the Local Safeguarding Children Board, to ensure I have adequate arrangements in place to identify, assess,

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and support those children who are suffering harm or likely to suffer harm. It is my responsibility to ensure all policies and procedures are implemented. I can be contacted on **07590 038945** during the following hours: **08:00-19:00**.

I attended the **Level 2** Safeguarding Children Awareness Training, as advised by the Local Safeguarding Children Board in May 2016, as part of my registration training.

I update my training every 2 years and regularly update my knowledge in the interim - e.g. online training / local newsletters.

Signs and symptoms of abuse

Lists of signs and symptoms are not fail-safe mechanisms, but can be useful indicators in certain combinations (see Appendix 1). These may indicate that a child is being abused, but in themselves they are not evidence of abuse. They are useful to help build an emerging picture. There may be other reasons for a child showing such signs or behaving in such ways. There is considerable overlap between signs and symptoms of different signs of abuse, particularly between emotional abuse and other forms of abuse.

I am aware that children with special educational needs or disability and babies are particularly vulnerable to being abused.

Abuse could be:

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or

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developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation (CSE): Child sexual exploitation is when people use their power over children (difference in age, intellect, strength, money or other resources) to sexually abuse them. Children may be 'groomed' by 'boyfriends' who then force the child/young person into sexual activities with their friends/associates. Consent cannot be given, even where a child believes they are voluntarily engaging in sexual activity with the person who is exploiting them. CSE can happen online. CSE is a form of sexual abuse

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/carer failing to:



- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Peer-on-Peer Abuse: Safeguarding issues can involve peer on peer abuse. This is most likely to include, but is not limited to, bullying, gender-based violence, sexual assaults and sexting. This form of abuse will not be tolerated or passed off as 'banter' or 'part of growing up'. I will ensure that children are appropriately supervised at all times to avoid these issues arising.

Prevent Duty: It is my duty to protect children from radicalisation and any form of violent extremism in line with the Government's guidance, "The Prevent Duty: Departmental Advice for Schools and Childcare Providers" 2015.

The Government's Prevent Strategy defines extremism as: "Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces" (DfE, 2015)

Under the Counter Terrorism and Security Act, 2015, and the EYFS, 2014, I have a responsibility to promote British Values and to comply with the Prevent Duty to prevent people from being drawn into extremism/terrorism. Within this I have a responsibility to:

- Report concerns if I suspect radicalisation/extremism to the Children's Social Care / Multi-Agency Safeguarding Hub (MASH) / LADO
- "Be alert to any issues for concern in the child's life at home or elsewhere" (EYFS 2015, section 3.4)
- Keep children safe, promote their welfare and take action to protect children from harm
- Support children's personal, social and emotional development



In order to do this, I will:

- Listen to children and parents/carers
- Report concerns
- Challenge negative behaviour
- Help children:
 - Learn right from wrong
 - Mix and share with other children and value each other's views
 - Develop a positive sense of themselves
 - Form positive relationships and develop respect for others
 - Understand appropriate behaviour
 - Learn about similarities and differences between themselves and others
 - Learn how to manage their feelings
 - Have confidence in their own abilities
- Challenge negative attitudes and stereotypes in an age appropriate manner
- Create an ethos of inclusivity within my setting

Female Genital Mutilation (FGM): FGM is a form of abuse. It comprises of all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal for FGM to be practiced in the UK and to remove a child from the UK for this purpose. I am aware of the issues and potential risks of FGM and am aware of the signs that a child may be about to become subject of it - i.e. talking about a journey / becoming a woman plus an extended holiday abroad. If I suspect that this is about to occur or have any concerns, I will contact Children's Social Care. In addition, if I am aware it has occurred in an under 18 year old, it is my duty under the Serious Crime Act 2015 to inform the police.

I provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. I support the children's development in ways that will foster security, confidence and independence.

I aim to provide an environment in which children and young people feel valued and respected, and confident to approach me if they are in difficulties, believing they will be effectively listened to.



- "Working Together to Safeguard Children" (2015) is available at www.gov.uk/government/publications/working-together-to-safeguard-children--2.
- A copy of "What To Do If You're Worried A Child Is Being Abused" (2015) is kept with this policy (further copies can be obtained from www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2).

These documents set out the guidelines for how I must proceed, including escalating child protection concerns to the Local Authority Designated Officer (LADO) as required. I will follow the guidelines on how to record any incidents and disclosures. If an assistant, student or partner (co-) childminder has any concerns regarding the way I have dealt with any child protection concern, it is their duty to report them to the LADO, referring to my whistle blowing policy as appropriate.

Disclosures

A disclosure is when a child or young person tells someone else about the behaviour of another person or persons towards him or her which makes the hearer think that the child or young person is experiencing some form of abuse or may be at risk of abuse. If a child or young person discloses to me I will:

- Show that I have understood what they are saying and that I take their allegations seriously
- Encourage the child to talk, without asking leading questions or interrupting when a child is recalling a significant event. Questions will be limited to "WH" questions, such as, "What happened?"; "When did it happen?"; "Who did it?"; "Where were you?"
- Record the concern and the child's comments in writing, in their own words as far as possible (see Record Keeping).
- Inform the child that I cannot promise not to share this information but that everything I do will be in the interest of their safety.
- Seek advice from the Children's Social Care.

Record Keeping

If I receive a disclosure of abuse, or if I have a concern about a child, I will record this as soon as possible. The record will contain:



- The child's name
- The child's date of birth
- The date, time and location
- An accurate record of what was seen and or said, with context
- A note of the child's non-verbal behaviour
- A body map (see Appendix 2), if appropriate, to record any visible injuries or marks (photographs will never be taken)
- My name and signature

All hand-written records will be kept, even if they are subsequently typed up into a more formal format.

I will keep written records of concerns about a child, even if there is no need to make an immediate referral. I will ensure that all such records are kept confidential and securely, separate from a child's records.

Where a child transfers to school or moves to a new setting, child protection documentation will be transferred to the receiving school/setting within 14 days, preferably by hand. If hand delivery isn't possible, postal delivery will be followed up with a telephone conversation. The original documents will be transferred and a receipt for handover will be obtained. If a child leaves my setting and I do not know where they move to, I will contact Children's Social Care regarding any child protection information I hold on that child in order to hand the information over to them.

Procedure for Referrals

If I have reason to believe that any child in my care needs protection in any way I will:

- Contact Children's Social Care or the police immediately if I feel the child is in immediate danger
- Refer a child if there are concerns about possible abuse, to Children's Social Care. Referrals will be made by telephone (see useful numbers). The telephone referral will be confirmed in writing within 24 hours. Under these circumstances I will share information relating to your child with Children's Social Care and the Police if requested. Confidentiality will be assured only when it is clear that there is no risk of harm to a child.
- The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so would place the child at increased risk of harm - advice will be sought from Children's Social.



- If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, I will contact Children's Social Care before informing parents.
- If the child is already subject to a child protection plan I will contact the allocated social worker - they will advise when, and by whom, the parents will be informed.
- Liaise with other agencies and professionals.
- Attend case conferences, or other multi-agency planning meetings, as necessary
- Ensure that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
- Notify my local child protection agency and Ofsted of any serious accident, illness or injury to or death of, any Child in my care. Ofsted must be informed within 14 days.

Confidentiality

- I recognise that all matters relating to safeguarding are confidential.
- I will disclose any information about a child on a need to know basis only, referring to 'What to do if you're worried a child is being abused' (2015) and the 'Information Sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers' (2015)
- I am aware that I have a professional responsibility to share information with other agencies in order to safeguard children.
- I am aware that I cannot promise a child to keep secrets which might compromise their safety and wellbeing.
- I undertake to share an intention to refer a child to Children's Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, I will consult with Children's Social Care and the Local Authority Designated Officer (LADO).

Multi-Agency Working

(Common Assessment Framework (CAF); Team Around the Child (TAC); Team Around the Family (TAF) meetings)

- The welfare of the child is paramount. I will therefore share information in a multi-agency framework, following the confidentiality statement above.



Early Help / Early Intervention

Where I have concerns about a child (as opposed to a child being in immediate danger) I will follow the early help (early intervention) processes. This will include identifying emerging problems, sharing information with other professionals and in some cases may include undertaking an Early Help Record and Plan (EHRP) or CAF/TAC/TAF meetings.

Family & Visitors

- All people living or working at my home who are aged 16 or over have received an enhanced DBS (CRB) check. Where these were obtained after September 2014, they are registered with the DBS update service.
- I record all visitors to my home during childminding hours with the time and nature of visit. Children are not left unsupervised with visitors
- Where possible building / repair work to my home will not be carried out during working hours. Where this is not possible, risk assessments will be carried out and the workmen/women will not have unsupervised access to the children under any circumstances.

Mobile Phones / Cameras / IT Equipment / Social Networking

- Written permission will be obtained from parents/carers before taking any photographs of children
- Mobile phones, cameras and IT equipment will never be used in compromising situations, which could be misinterpreted and lead to potential allegations. Photographs will never be taken in sensitive areas such as toilets or nappy changing areas.
- Visitors to my home will never be left unsupervised with children and therefore visitors will never be in a situation where their mobile phone/camera/IT equipment usage could lead to potential allegations.
- I will not post anything on social networking sites that could cause offense to any child or their family. I will gain signed parental/carer's permission before sharing any images with others and then only in pre-approved closed groups.
- All devices where photographs or personal information are stored will be password protected and secure.
- To help children keep themselves safe:



- Internet access will always be supervised. This enables me to carefully monitoring the internet use.
- An internet filter is installed on my equipment to identify which websites are suitable for children and to protect children from viewing inappropriate material
- I explain the 'Internet Use Rules' to the children:
 - They will not be able to access to chat rooms/Facebook etc
 - There is no access to the web cam
 - They can access agreed websites only
 - They cannot download any materials without my permission

I have a full separate Use of Electronic Equipment Policy

Other Policies

Please see my Allegations of Abuse Policy regarding how I protect myself and other adults in my home from allegations being made against us.

This safeguarding children and child protection policy should be read in conjunction with the following policies/procedures

- Complaints Policy
- Confidentiality Policy
- Information Sharing Policy
- The Use of Electronic Equipment Policy
- Managing Behaviour (Promoting Positive Behaviour) Policy
- Health and Safety Policy
- Recording and Reporting Accidents and Incidents Policy
- Illness Policy
- Medicines Policy
- Emergency Plan
- Fire and Emergency Evacuation Plan
- Lost Child Policy
- Non-Collection of Child Policy
- Working in Partnership with Parents / Carers Policy
- Equal Opportunities (Inclusion) Policy
- Toileting and Intimate Care Policy
- Risk Assessments



Phone Numbers

Children's Social Care	01793 466903
Out of Hours	01793 436699
Children and Families Referral and Assessment Team	01793 466903
Multi-Agency Safeguarding Hub (MASH)	01793 466903
Local Safeguarding Children's Board	01793 463803
Local Authority Designated Officer	01793 463854
Ofsted	0300 123 1231

Signed childminder: K Anderson

Date: Oct 2016 Review Date: May 2016

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October 2016

Safeguarding Children & Child Protection Policy Appendix 1:

Signs & symptoms of possible abuse may include:

Physical Abuse

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Untreated injuries.
- Admission of punishment which appears excessive.
- Fear of parents being contacted.
- Bald patches in the head.
- Withdrawal from physical contact.
- Arms and legs kept covered in hot weather.
- Fear of returning home.
- Fear of medical help.
- Self-destructive tendencies.
- Aggression towards others.

Failure to Thrive

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- Child's weight falling below expected centile.
- Height often falling below centile.
- Skin dry and pale.
- Hair thin and straw like.
- Lack of energy, listless.
- May drink a lot of juice.
- Refuses food. Vomiting and diarrhoea.
- Failure to meet milestone of development.
- Lack of concentration.
- Behavioural problems.

Neglect

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Frequent lateness or non-attendance
- Untreated medical problems.
- Destructive tendencies.
- Low self esteem.
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking).
- No social relationships.
- Compulsive stealing or scavenging.

Emotional Abuse

- Physical, mental and developmental lags.
- Admission of punishment which appears excessive.
- Over-reaction to mistakes.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional responses to painful situations.
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking).
- Self mutilation.
- Fear of parents being contacted.
- Compulsive stealing

Sexual Abuse



Katy's Helping Hands

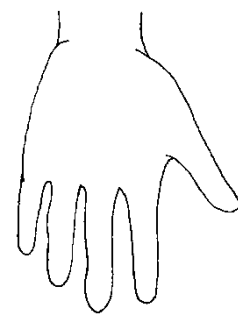
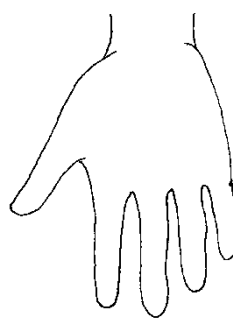
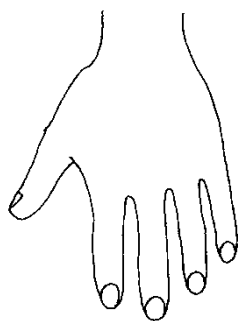
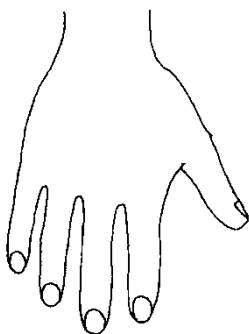
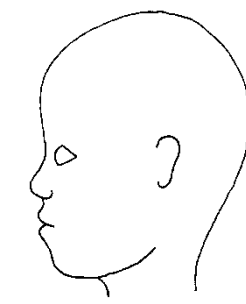
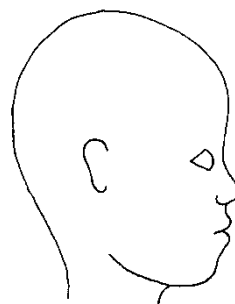
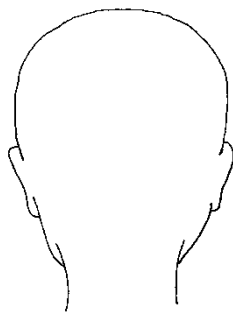
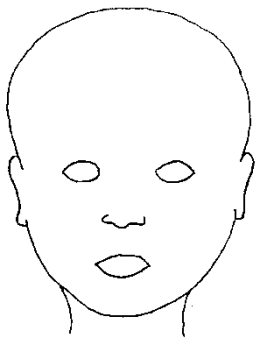
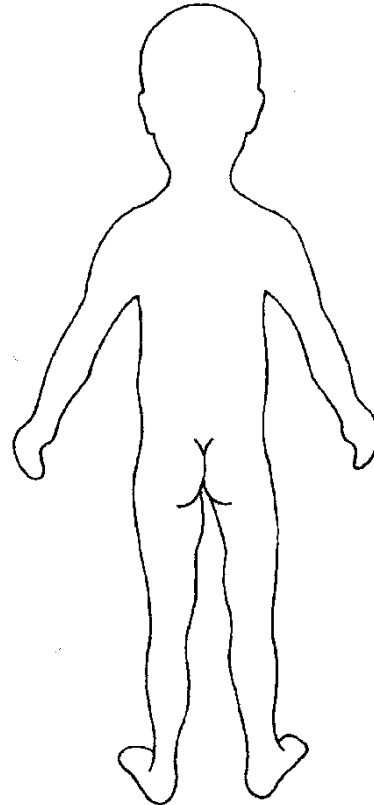
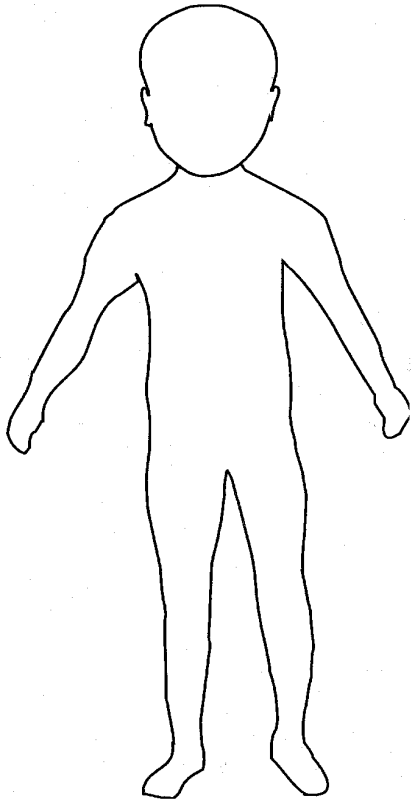
- Fearful about certain people like relatives or friends.
- Not allowed to have friends round.
- Soreness/bleeding in the genital or anal areas or in the throat.
- Finding excuses not to go home or to a particular place.
- Having recurring nightmares /afraid of the dark.
- Unable to concentrate, seem to be in a world of their own.
- Chronic ailments such as stomach pains and headaches.
- Sexually abuses or shows inappropriate sexual behaviour towards a sibling or friend.
- Exhibits a sudden change in attitudes at school
- Appears withdrawn, isolated, or excessively worried.
- Demonstrates outbursts of anger or irritability.
- Fearful of undressing



Katy's Helping Hands

Safeguarding Children & Child Protection Policy Appendix 2:

Body Map





Allegations of Abuse Policy

This policy has been developed in accordance with the principles established by the Safeguarding Vulnerable Groups Act 2006.

As a Childminder working alone, I may be vulnerable to allegations of abuse being made against me, a member of staff, student, family member or visitor to my home. I will take precautions to protect myself from this happening by: (this list is not exhaustive)

- Ensuring all household members aged 16 and over, any assistants and students are DBS/CRB cleared.
- Ensuring I keep a record of all visitors to the house and that they do not have unsupervised access to the children under any circumstances .
- Ensuring, where possible, that no workmen/women are in the house during minded hours, unless it is to repair an emergency service or for health and safety reasons.
- Documenting every accident and incident that occurs whilst children are in my care, informing parents/carers of such events and requesting them to sign my records.
- Noting any noticeable marks on the children when they arrive and asking parents/carers to inform me of any accidents that have occurred whilst outside my care.
- Ensuring the children are within sight and/or hearing at all times according to the child's age & stage of ability.
- Keeping accurate records on each child and writing a daily diary if applicable.

However, if an allegation is made I will then follow the procedure detailed below in order to gain support and professional advice:

- Contact the Local Authority Designated Officer (LADO) immediately to discuss the nature of the allegation and the appropriate action to be taken (01793 466849)
- Contact Ofsted to advise them of the allegation and action taken* 0300 123 1231
- Contact my Insurance Company Morton Michel 020 8603 0942
- Contact external agencies and/or my family solicitor for legal advice



* Ofsted must be informed as soon as possible, and at the latest within 14 days of allegation being made.

If the allegation is against a member of staff or a student, with the guidance of the LADO, I will take all necessary action to protect the children in my care, which could involve temporary suspension from 'employment' by my childminding business on full pay while the LADO/police investigations are underway.

I will write an accurate, detailed record of all related incidents, including what was said and by whom, with times and dates.

I will work in accordance with the LADO's requirements to resolve the allegation.

I have a duty to inform the Disclosure & Barring Service (DBS) of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups (www.gov.uk/government/publications/dbs-referrals-factsheets).

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Complaints Policy

I hope that you are happy with the service that I provide, but I appreciate that there may be times when I am not offering you and your child the service that you require. I hope that you will discuss any concerns or issues that you may have with me directly, as they arise, no matter how small they are. It is important to me that you are happy and confident in the service I provide to you and your child. If you would rather not talk in front of your child, we can arrange a more convenient time, for example in the evening or at the weekend. If after a verbal discussion, you are not happy with my response, you can put your complaint in writing. You can also put your complaint in writing if you don't feel that you can discuss the issue directly with me.

It is a requirement of Ofsted/LADO that all written complaints are logged, along with the outcome and any action taken. These records must be available to show a Childcare Inspector/LADO/parents/carers if requested/required.

I will record the following:

- The name of the person making the complaint.
- The nature of the complaint.
- The date and time of the complaint.
- Action taken in response to the complaint.
- The outcome of any investigation e.g. measures taken to improve the service.
- Details of information and findings given to the person making the complaint. These will have been provided within 28 days of the complaint, as per Ofsted guidelines including any action taken.
- If the complaint is regarding safeguarding, then I will work in line with the safeguarding policies and procedures.

I will keep a summary of the complaint to provide, on request, to the parent/carer of any child for whom I act as a childminder, Ofsted, Local Authority and the LADO. This summary will not include the name of the person making the complaint. Records will be kept for twenty-one years.

If you feel that for any reason you cannot talk to me or an issue remains unresolved you can contact the Ofsted Complaints and Investigation Unit on 0300 123 1231 (calls can

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be made confidentially), or write to: OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD or the relevant Local Authority.

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Confidentiality Policy

All information shared in my setting will remain confidential and will not be disclosed without parents'/carers' consent, except as required by law for example, if there appears to be a safeguarding issue. (Please see my separate Safeguarding Children policy.)

Written personal records, including registration forms and contracts, are stored securely in a lockable file or cabinet.

I am registered with the Information Commissioner's Office for Data Protection, which enables me to use my computer to keep records relating to individual children. I will ask for parental/carer's permission to hold electronic records. The information will be securely stored (e.g. in password-protected files) to prevent viewing of the information by others with access to the computer. (Backup files will be stored on a memory stick which will also be password protected and locked away when not being used).

I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000.

I have an Information Sharing Policy and work to the principles of the seven golden rules to sharing information, which can be found in 'Information Sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers' (2015) (copy available if required).

Parents/carers will have access to their child's/children's records only and have the right to see them at any time.

Ofsted may request to see my records at any time.

Photographs are a useful way of recording activities and achievements. I will ensure I have parental/carer's permission before taking photographs of children, which will only be used for appropriate recording purposes. If I use a mobile phone for taking photos, I will ensure it is password protected. If I use a digital camera or mobile phone for taking photos I will seek the advice of the Information Commissioner's Office and

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register for Data Protection if necessary. I will obtain written permission from parents/carers if I wish to keep photographs of their child indefinitely for my own personal photo album and/or for a defined number of years for business purposes (e.g. the marketing of my childminding business) after the child has left my setting.

No personal information, details or photographs regarding the children in my care will be sent, stored or discussed online unless specific permission is given by parents/carers.

I expect any information shared regarding me or my family to remain confidential if requested.

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

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Information Sharing Policy

Sharing Information between early years' practitioners is a requirement of the Ofsted Early Years Register and the Early Years Foundation Stage Statutory Framework. By sharing information between the early years' professionals involved in each child's life we are able to provide for and meet their needs more fully, aid the settling-in process and coordinate planning and record keeping for individual children.

As a registered Childminder, I aim to provide good quality care and education for all children through the appropriate sharing of information and the successful delivery of the EYFS and the Ofsted Register requirements. I plan to do this by:

- Ensuring continuity and coherence by sharing relevant information with other early years' professionals and with parents/carers.
- Facilitating the identification of children's learning needs,
- Ensuring a quick response to any area of particular difficulty.

My information sharing procedures are based on the *Seven Golden Rules for Information Sharing*, as set out in '*Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers*' (2015) (www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice).

Procedures:

- Permission forms for the sharing of information will be obtained from each child's parent/carer before other professionals are contacted. This will clearly state how information will be used and stored and what information can be shared and with whom.
- Parents/carers will be asked to sign to say that they understand the circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.

Only those with parental responsibility can give or refuse consent for the sharing of information. Those with parental responsibility include:

- The child's mother and father if they were married at the time of the child's birth.



Katy's Helping Hands

- If unmarried, the child's mother; the child's father if he is named on the child's birth certificate.
- Adoptive parents.
- Others who have gained parental responsibility via a court order.

This policy and the confidentiality policy will be discussed with parents/carers when a child starts at the setting to ensure that they are fully aware of their rights before permissions for sharing information are sought.

Information collected from other professionals will primarily be used to support the child's development. It may also inform planning, continuity of care, children's likes and dislikes, behaviour, activity themes, outings, friendships, any upsets or sickness during the day, meeting cultural beliefs or to ensure inclusion.

I will seek advice where necessary and record the outcome of any discussions in a confidential manner.

If you have any concerns I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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The Use of Electronic Equipment Policy

Internet Use

I believe that the internet can be a valuable resource for children's learning and development, so long as it is used appropriately and responsibly.

As a Registered Childminder I offer internet access to the children in my care. However, I have the following safety measures in place:

Internet access will always be supervised. This enables me to carefully monitoring the internet use.

An internet filter is installed on my equipment to identify which websites are suitable for children and to protect children from viewing inappropriate material

I explain the 'Internet Use Rules' to the children:

- There is no access to chat rooms/Facebook etc
- There is no access to the web cam
- They can access agreed websites only
- They cannot download any materials without my permission

Older children will be able to access the computer to assist with homework but otherwise time will be limited in the following ways:

- Toddlers - 10 minutes per day
- Pre-schoolers - 20 minutes per day
- School agers - 60 minutes per day

I talk about internet safety with the children in my care, after first discussing with you how you have approached this subject with them; this enables clear guidelines to be established which are acceptable to both of us. There are some very useful websites which provide information on internet safety for your child e.g.

- www.ceop.police.uk
- www.gov.uk/government/publications/advice-on-child-internet-safety-10-universal-guidelines-for-providers
- www.thinkuknow.co.uk



I keep all communication open for a child to know that it's never too late to tell someone if something on the internet makes them feel uncomfortable. I remind the children that the internet is public space, and that they should not post any personal information online.

Child exploitation and e-safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to children and young people in my care I will ensure that:

- Appropriate measures are taken such as security filtering.
- Mobile phone, camera or electronic communications with a child at my setting is not acceptable other than for agreed purposes.
- Where it is suspected that a child is at risk from internet abuse or cyber bullying I will report my concerns to parents/carers and CEOP (www.ceop.police.uk/safety-centre) or the police if the child is in immediate danger.

I will seek your permission in writing before allowing your child(ren) to access the internet whilst in my care.

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

Mobile phone use

Children are increasingly owning their own mobile phones and as a result of this may they may have them in their possession when collected from school. Mobile phones can be used for a number of purposes such as phone calls, text messages, taking photos and accessing social networking sites and the internet. It is my responsibility to protect all of the children in my care and keep them safe in accordance with my Use of Electronic Equipment: Internet Use, Safeguarding and Confidentiality policies. Mobile phones do not often have the security measures that I would place on my own computer equipment and it is harder for me to monitor how the children are using them. It is therefore necessary for me to implement the following policy in order to be able to monitor the use of phones and to protect the children in my care.



- Mobile phones must be kept in school bags or given to me for safe keeping until departure time.
- Phone calls **will not** be permitted unless agreed by me, and with parental consent in advance. I will provide the use of my own phone if needed.
- Mobile phones must not be used to take photos whilst at my setting. Mobile phones can be used on outings, depending on the age of the child and what they want to use it for, with parental permission.
- Photos of other children within my setting are not permitted to be taken.
- Use of phones for playing games is limited in accordance with my Use of Electronic Equipment: Television and Games Consoles policy. Games must be approved, appropriate for the ages of children playing and also those within my setting who may see or hear the game.
- Games on personal mobile phones **will not** be allowed in accordance with this policy.

Television and Games Consoles

Young children learn through interactions and hands-on play and experience. The use of televisions and games consoles can interfere with these experiences, however ICT also plays an important part in a child's learning and when used appropriately can be used to extend their learning and play experiences and can teach them vital skills for progressing to school.

In order to meet the requirements of the Early Years Foundation Stage, I will ensure appropriate ICT activities are available and will plan to use television and games consoles to extend learning experiences. Except when used as a planned activity television and games consoles will be restricted to the following times:

- Half an hour down time after school or nursery, but only if appropriate to individual children

There may be occasions where older children want to bring a hand held games machine or tablet to my setting. If your child would like to bring in an electronic device please discuss this with me first.



To ensure the safe use of electronic games within my setting I will ensure that:

- Games are appropriate for all children attending my setting (including those within earshot of the game).
- I will work in partnership with parents/carers to develop strategies to limit time played on games if necessary.
- Alternative activities will always be made available to the playing of electronic games.

If you do not wish your child to play electronic games whilst in my care please let me know and I will be happy to discuss this.

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Promoting Positive Behaviour (Managing Behaviour) Policy

As a parent, I practise respectful, gentle and empathic parenting techniques that nurture the child's well-being, and encourages the child to want to follow boundaries. My parenting style has been influenced by the theories of attachment parenting, Gentle Parenting, and RIE. As a registered Childminder, I will use similar 'positive behaviour management techniques' in order to promote positive behaviour. I understand that all behaviour is a form of communication. I will try to understand the function of the behaviour for the child, and then address that unmet need. I don't believe in punishment or over the top praise, although there may be some natural consequences to certain behaviours.

In order to promote positive behaviour and to respond behaviours that challenge, I will:

- Work with parents/carers and other settings to promote a consistent approach in line with their family values.
- Give the children individual attention so that they feel valued.
- Make sure that the environment is as much of a "yes place" as possible-it is designed so that there is very little that I will need to say "no" to, therefore avoiding conflict.
- Model being respectful to other children and adults, and model the gentle behaviours we wish to see.
- Involve the children in decision-making, setting ground rules, etc.
- Expect positive behaviour as the norm and comment specifically when I see it. ("I like the way you gave that toy to x, she is happy to have a turn")
- Make sure I tell children what I want them to do and why ("we need to walk inside, so that we don't bump in to things").
- Listen to and respect what the children have to say.
- Be aware of triggers for individual children, and try to avoid these.
- Empathise with the child and see things from their point of view.
- Name their emotions to help them understand what they are feeling, and to validate that emotion (It's OK to be angry when someone takes your toy).
- If a child is showing low level attention seeking behaviours, I will try to engage the child in games and activities that get my attention in a positive way, and make sure I spend time giving them the attention that they require.
- If a child is demonstrating a strong emotion in response to a situation:



Katy's Helping Hands

- I will say what I can see ("You wanted the car and x has it. That has made you sad/angry/frustrated"). Often this is enough to calm the situation.
 - I will support the child to engage in an alternative activity of their choice (from the available resources).
 - Allow a child space and time to calm down before addressing a behaviour or situation, recognising that sometimes intervening in the heat of the moment only aggravates and escalates a behaviour. I would be there with them as an available, calm, welcoming adult throughout, and the child can connect with me whenever they are ready.
 - Prevent them from harming themselves, others or damaging property.
-
- Following an incident, I will discuss their behaviour with them in order to help them gain an understanding of their emotions and behaviours, at a level suitable to their understanding. I may use Comic Strip Conversations and Social Stories.
 - Make the children aware of any natural consequences that will result from their actions (for example, if a child runs off, then they will have to hold my hand so that I can keep them safe).

If a child requires a more structured response to behaviour to due specific needs, I am happy to accommodate this and have a lot of experience in doing so.

Any behaviour that warrants a consequence will be recorded in my incident book, and will be discussed with parents/carers. Consequences will be appropriate to the age/ability of the child, happen immediately, and be appropriate to the situation. I will **never** use or threaten physical punishment of any form, nor will I humiliate any child.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child or to other people, or to prevent serious damage to property. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents/carers will be informed about it on the same day. I have had Team Teach training.

I aim to work in partnership with parents/carers, and ask to be kept up to date with any changes to their child/ children's home life that may affect their behaviour, and how parents would like me to respond.

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I have separate Anti-Bullying and Exclusion policies.

If you have any concerns regarding the management of your child's behaviour, please do not hesitate to contact me. I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Health and Safety Policy

The health and safety of every child is of paramount importance to me.

I hold public liability insurance with **Morton Michel, renewal date 14/12/17.**

Under the EYFS, I have a responsibility to ensure health and safety is taken into consideration at all times and therefore the following procedures are in place to support this.

Visual risk assessments of my setting are carried out continually to ensure it is a safe environment for minded children.

I also carry out a comprehensive, written risk assessment (including fire risk assessment) which is reviewed at minimum every six months, or when significant changes occur in my setting e.g. a new child starting, or after any significant accident/incident or identified concern. This is available for all parents/carers to see.

My car is regularly serviced and the MOT is kept up to date. I keep the safety locks on the back doors working at all times. My car insurance provides business cover. I will ensure that any car seats used are correctly fitted and are appropriate for the child's age/ height. Documents are available for parents/carers to see and parental/carer permission will be sought prior to using my car for transporting children.

A risk assessment will be carried out for any other transport used in line with parents/carers permission.

There are procedures in place in the event of a fire or emergency (see separate policy).

There are procedures in place for the recording and reporting of any accidents and incidents (see separate policy).

I have a current paediatric first aid certificate, which expires on 16/7/2019.



I follow the guidelines given during the pre-registration childminder training as required.

I am registered with environmental health and following their guidelines on:

- the storing of food
- keeping the fridge at the correct temperature
- cleansing surfaces with antibacterial spray
- waste disposal
- infection control (also refer to toileting and intimate care policy)
- animal/pet food

(please see separate Healthy Eating and Pets policies)

This is a non-smoking setting - see Smoking Drugs & Alcohol policy.

Unauthorised persons are unable to gain access to my setting. Entrance doors are kept locked and the key is kept accessible, but out of reach of children. Windows are kept locked and the keys are kept accessible, in-line with health and safety guidance.

I will ensure that children are appropriately protected from the sun - refer to separate sun screen policy.

I have emergency contact details with me at all times should I need to contact parents/carers.

In line with the EYFS, I will work with parents/carers and other settings to support the children to learn about and understand safety issues such as crossing the road and stranger danger.

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Recording and Reporting Accidents and Incidents Policy

I comply with the EYFS statutory framework, and follow the guidance of RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) by having the following procedures in place for the reporting of accidents and incidents:

My Accident Book is kept securely and confidentially. It is reviewed regularly to identify any actual hazards. This contains a record of the time, place and nature of any accident, and how and by whom it was dealt with. All entries to the accident book are signed by the relevant parents/carers.

I will notify Ofsted as soon as possible, but within fourteen days, of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

I will report to the Health & Safety Executive if there is any injury requiring general practitioner or hospital treatment to a child or adult or where there is a death of a child or adult on the premises.

Any dangerous occurrence is recorded in my Incident Book. This contains a record of the time, place and nature of any incident, which individuals were affected, how they were affected and by whom it was dealt with. A dangerous occurrence may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as faulty electrical equipment.

I sign all records of Accidents and Incidents, and keep them confidentially. If the Accident or Incident involves another person, they will also sign the record or, in the case of a child, the parent/carer will sign.

If the event is reportable to the local safeguarding board (i.e. a safeguarding issue) then I will follow the procedure set out in my Safeguarding Policy.

If the event is reported to the police (e.g. a theft), this is recorded along with any follow up.



I have contact details for gas, electricity and plumbing emergency services and for the local police.

For incidents that are reportable to the Health & Safety Executive, I will follow the guidance of RIDDOR and contact the Incident Contact Centre on 0845 300 99 23.

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Illness Policy

I know how it is important for a parent/carer to have reliable childcare and this is a high priority in this setting. However, there will be times when it is not possible for me to care for children without compromising the health or well-being of others.

If children are unwell then they will be better cared for in their own home. I am happy to care for children with minor coughs and colds but cannot care for children who are very unwell, infectious or running a high temperature as I have to consider the well-being of all the children in my care. If I contract a contagious condition this could result in you being inconvenienced at a later date. If a child has suffered with diarrhoea or sickness within the last forty-eight hours they must stay at home.

In this setting, I refer to Public Health England's 'Guidance On Infection Control In Schools And Other Childcare Settings' (www.gov.uk/government/publications/infection-control-in-schools-poster) and the 'The Spotty Book' (www.devon.gov.uk/j4s-spottybook.pdf) for information on infectious diseases and incubation periods.

If a child becomes ill whilst in my care, I will make them as comfortable as possible, whilst trying my best to prevent cross-infection to the other children. I will contact the parent/carer immediately and continue to care for the child until the parent/carer arrives to take their child home.

Medication can only be administered with written permission, in-line with my Medicines Policy.

If I am unable to work through illness of myself or a member of my family, I will contact you as soon as possible and inform you of the illness and symptoms and will keep you updated about when I can return to work.

Parents/carers should phone and advise me if they are keeping their child at home, what symptoms or illness they have, and when they are expected to return.

If you have any concerns, I will be happy to meet and discuss them with you.



Katy's Helping Hands

Signed childminder: K Anderson

Date: 9/5/16

Review Date: _____

May 2017

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Medicines Policy

Complying with the EYFS statutory framework, I am happy to administer medicines prescribed by a doctor, dentist, nurse or pharmacist, in-line with the prescribed dosage and frequency of administration and in line with my Illness policy. Parents/carers will be required to administer the first dose of any new medication, in case of allergic reaction and in some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication.

If the administering of prescription medicines requires technical/ medical knowledge, e.g. Epi-pen or asthma inhaler, then specific training will be obtained from a health professional.

Non-prescription medicines (e.g. pain and fever relief or teething gel) may be administered, but only with the prior written consent of the parent/carer and only when there is a health reason to do so.

Prior written permission will be required from parents/carers before any medication is given. All medication administered will be recorded in my medical book and parental/carer's signature will be required at the end of each day.

Long-term medication permission forms will be regularly reviewed to ensure that there are no changes to dose or delivery. It is the parent/ carers responsibility to inform me of any change to the dose or delivery.

If a child has a medical condition, including allergy, that requires specific care, a care plan may need to be completed. This will be done in consultation with the parents/ carers and any other professionals involved with the child.

It is **vital** that parents/carers inform me of **any** medication that they may have given their child before they arrive into my care. I need to know what medicine they have had, the dose and the time it was administered and this will be recorded.

I will support individual children with medical needs.



If a child has a self-held medication (e.g. asthma inhaler) an additional one should be obtained for me to keep at my setting.

All medication will be accessible, but will be stored out of reach of children.

All medicine supplied to the setting to administer **must** be in its original bottle/container and **must** have the manufacturer's guidelines on dosage and frequency etc on it. I will ensure that all medication given to me is stored appropriately and is within its expiry date.

If you have any concerns, I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Emergency Plan

In the case of an emergency I will contact all parents/carers as soon as possible.

If I am unable to care for a child due to an emergency situation (e.g. fire, flood at the premises, an injury to myself or a member of my family, an injury to another child) I will contact parents/carers immediately to collect their child.

Should I have to attend a casualty department with any of the children, I will endeavour to contact parents/carers before I leave.

There may be an occasion when the needs of the injured or ill child in my care will prevent me from doing this. Should this be the case I will endeavour to contact parents/carers at the earliest possible opportunity during or after the event.

In certain emergencies it may be necessary to call one of the emergency carers listed on the permission form to care for a child until their parent/carer is able to collect them. It may also be one of these listed carers who may contact parents/carers in the event that I cannot.

I will carry emergency contact details and a first aid kit with me when not on the childminding premises. As with all accidents and incidents, parents/carers will be required to sign a record on each occasion.

By providing a safe and well-equipped setting that is continually risk assessed I will take every possible precaution to ensure children in my care are safe and secure. (See separate risk assessments)

My first aid training is updated regularly as required by the Early Years Foundation Stage.

I will ensure I have parents'/carers' signatures and consent for their child's emergency contact details to be held in a sealed envelope by the emergency carers named on the permission form.



If you have any concerns, I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 7/5/2016 Review Date: May 2017

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Fire and Emergency Evacuation Plan

The Fire and Emergency evacuation plan below is practiced and recorded every **month** ensuring the participation of each child. The plan is reviewed after every practice and any necessary changes recorded and implemented.

In the case of a fire or emergency I will supervise the children and leave the premises via the safest, nearest exit calmly and as quickly as possible.

I will take my mobile phone/emergency contact list/register before I leave, as long as this does not compromise the safe evacuation of the premises.

Once out, we will stay out.

On arrival at the designated safe place, I will then phone the Emergency Services and contact parents /carers/emergency contacts.

Fire:

The house has smoke detectors, which are tested **monthly**. A fire blanket is in the kitchen to deal with a small fire or, if necessary, to wrap someone in.

A separate fire risk assessment is carried out and reviewed annually.

If you have any concerns, I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 7/5/16 Review Date: May 2017

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Lost Child Policy

The care of all children is paramount and adequate supervision is always maintained, both in and out of the home; however, should a child become lost whilst in my care I will follow the procedure set out below:

- I will call for the child and make a thorough search of the immediate area.
- I will raise the alarm to all around me, and enlist the help of others to look for the child.
- 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 alert the emergency services and provide a full description of the child.
- I will make sure the parents/carers of the missing child are aware of the situation.
- I will reassure the other children in my care, and contact their parents/carers to collect them.
- I will stay as long as possible, following the advice of the emergency services.
- I will record the incident appropriately, and inform Ofsted and my insurance company.
- My risk assessment will be reviewed and amended as appropriate.

Parents/carers will be informed of any incident where their child is lost, regardless of whether it was necessary to contact emergency services. Any incident will be recorded, risk assessment reviewed and amended as required.

If you have any concerns I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 7/5/16 Review Date: May 2017

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Non-Collection of Child Policy

If a child is not collected at the expected agreed time, after 15 minutes I will try calling the parent's/carer's contact numbers. If I am unable to contact the parents/carers, I will then try the emergency contact numbers. During this time, I will continue to safely look after the child.

If I am still unable to contact either the parent/carer or emergency contacts after a further hour, I will contact Children's Social Care: **01793 466903** or **out of hours, the emergency duty service 01793 436699**.

I will treat the non-collection of a child as an incident, will record the events accordingly and will inform Ofsted.

If you have any concerns I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Pets Policy

The pets in my home are: **2 cats**

The pets are included in the risk assessments that I carry out.

I ensure that the following procedures are followed:

- I encourage children to treat animals with respect and teach children how to handle animals correctly
- I explain to children that not all animals are child friendly and that they should always check with an animal's owner before attempting to stroke or handle them.
- I make sure that children wash their hands after handling animals and talk to them about why this is important
- Any food for my pets is stored out of the children's reach
- I carefully consider where I place feeding and drinking bowls, and maintain a high standard of hygiene
- Relevant and all necessary vaccinations plus regular health measures, such as de-worming, are kept up to date and recorded
- I check the garden before the children use the area for dog/cat fouling.
- I will make sure that the children learn to handle the pets in the way they prefer (for example, one cat doesn't like his paws being touched)

If you have any concerns I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Smoking, Drugs and Alcohol Policy

As a registered Childminder I comply with the requirements of the Ofsted Childcare Registers and the EYFS.

Regarding smoking, drugs and alcohol, I do this by:

- not permitting smoking in my home or my car at any time when children are present or when children are about to be present
- not permitting alcohol consumption in my home during childminding hours
- not exposing children in my care to alcohol consumption
- ensuring that nobody in my home is under the influence of drugs, including medication that may have an adverse effect on them or affect my ability to provide childcare (medical advice will be sought as necessary)
- contacting the parent/carer of a child as soon as possible if I believe that their child may be consuming alcohol, smoking or taking drugs

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

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2016

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Healthy Eating Policy

Specific requirements regarding food and drink (e.g. allergies/food intolerances/medical conditions/cultural & religious requirements/parents/carers wishes) need to be included on a child's information form. I will incorporate these requirements at all times.

A good balanced diet is vital for children's development, along with fresh air and regular exercise.

I provide good quality:

- meals-if parents request and at a cost of £2.50
- snacks
- drinks

on a daily basis.

I follow the Government's '5 a day' guidelines and the 'Voluntary Food and Drink Guidelines for Early Years Settings in England' (www.childrensfoodtrust.org.uk/pre-school/resources/guidelines) and talk to the children about the importance of this in their daily diet. I encourage the children to try foods that they may not have tried before and to make healthy food choices. I also engage the children in the choosing, purchasing and preparation of food.

Children are offered water or milk with their meals or snacks. Fresh drinking water is available at all times.

On special occasions e.g. birthday celebrations, the children may be offered party food with permission from parents/carers.

I am happy to discuss menus with parents/carers and cater for children with food allergies/special diets and cultural/religious requirements. In some cases parents/carers may be asked to provide food themselves.



Parents/carers will be advised daily as to what their child has eaten. If parents/carers have any concerns regarding diet/menu/quantity they should not hesitate to discuss it with me.

I will sit and eat with the children, acting as a good role model for healthy eating.

Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat.

I am registered with Environmental Health and follow the guidelines in the '*Safer Food, Better Business for Childminders*' pack (www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders/).

It is a legal requirement that I keep the receipts for the food I have bought for the children in my care, in case there are any safety problems with the food. In line with recommendations in the '*Safer Food, Better Business for Childminders*' pack, I keep the receipts for a minimum of 4 weeks after I have provided the food for the children.

I hold a current food hygiene certificate and will continue to update this as recommended. This ensures I have a full understanding of the safe preparation and storage of food.

I am happy to cook/serve food provided by parents/carers. If food/drink is provided, parents/carers should please follow healthy eating guidelines.

Parents/carers of small babies are asked to provide breast milk bottles or formula, which can then be made as needed. When weaning occurs, I will work with parents to support their wishes around weaning, whether this is a baby-led approach or pureed baby food (which parents may be asked to supply). All bottles and foods which will be correctly refrigerated until they are required.

Food allergens

Food allergens pose a significant risk to children with allergic conditions as they have reduced levels of control over the food they eat. The Food Information Regulations

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2014 (FIR) came into force in December 2014 - I have a legal responsibility to provide the correct information about the ingredients about any food I serve. The 14 allergens I need regard to are:

- cereals containing gluten, eg wheat (including spelt and khorasan), rye, barley and oats and their hybridised strains
- crustaceans, eg prawns, crab and lobster
- eggs
- fish
- peanuts
- soya
- milk
- nuts, eg almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, macadamia nuts or Queensland nuts
- celery (including celeriac)
- mustard
- sesame seeds
- sulphur dioxide/sulphites
- lupin
- molluscs, eg clams, mussels, whelks oysters, snails and squid

I ensure I am aware if any of these ingredients are present in the food I serve by studying the ingredient information of food labels and by keeping ingredients in their original packages where possible or by keeping a copy of the labelling information. I will ensure that I do not give any child food containing an ingredient if I have previously been made aware that that child has an allergy / food intolerance to that particular ingredient and I will ensure that cross-contamination cannot occur by ensuring surfaces and equipment are thoroughly cleaned etc. It is the responsibility of parents/carers to ensure I am aware of all allergies and food intolerances

If parents/carers make me aware of a child's allergies / food intolerances, they should also ensure I am aware of the action to be taken should the child come into contact with that ingredient (e.g. use of epi-pens) - see separate Medicines Policy.

Further information on food allergies is available at:

<http://allergytraining.food.gov.uk/>

www.food.gov.uk/allergy

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www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf

Signed childminder: K Anderson

Date: 9/5/16 Review Date: May 2017

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Working in Partnership with Parents / Carers Policy

As a registered childminder I believe that working in partnership with parents/carers enables me to provide the best possible care for their children.

I aim to do this by:

- Providing parents/carers with a copy of my policies and procedures
- Providing information to show how the EYFS is being delivered in my setting
- Agreeing a written contract for each child, signed by all parties before a child starts. This is reviewed annually or, if necessitated, more regularly by a change in circumstances
- Discussing any specific requirements/routines with parents/carers before a child starts, and ensuring I work with them to ensure consistency of approach for their child.
- Seeking written permission for anything that I consider needs a joint agreement. In the event of permission not being given; I will endeavour to ensure that parents'/carers' wishes are respected but will discuss with parents/carers what this may mean for the care of their child alongside other children in my setting.
- I keep a record of emergency contacts and ask that parents/carers inform me promptly if there are any changes to these
- I inform parents/carers when I am notified of my Ofsted inspection so they can provide the Inspector with their comments if they wish. Parents/carers will be provided with a copy of my inspection report.
- Any complaints made are taken seriously and investigated (see separate Complaints policy)
- Accidents/significant incidents are recorded in my Accident/Incident Book and shared with the parents/carers concerned
- Promoting good two-way communication in the following ways:
 - I am happy to discuss the care of a child at any time that is mutually convenient. I can also be contacted by phone or e-mail
 - I will keep parents/carers up to date with daily routines and share information using a daily contact book. I welcome contributions to this from parents/carers as well.



Katy's Helping Hands

- I offer regular review meetings to talk about how a child has settled in, their next steps in learning and development (in line with the EYFS - see separate teaching and learning policy), share any issues or concerns, and to discuss any changes to requirements, routines, diet or any other aspect of my setting (e.g. weaning, potty training).

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

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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Equal Opportunities (Inclusion) Policy

I must meet requirements of the Equalities Act 2010. In addition, there are requirements regarding equal opportunities and inclusion in the EYFS:

3.67 of the Statutory Guidance for the Early Years Foundation Stage states, "Providers must have arrangements in place to support children with SEN or disabilities...providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs Code of Practice".

I value the individuality of all children and I am committed to giving all of the children in my care every opportunity to achieve. I do this by taking account of the child's varied life experiences and needs. I offer a broad and balanced mix of activities and learning experiences, I value each and every child's achievements, attitude and well-being. This policy explains my aim to promote the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background.

I aim to be an inclusive setting and will actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children and their families. I make this reality through the attention I pay to the individual, and groups of children and their families:

- Girls and boys
- Minority ethnic and faith groups
- Children who need support to learn English as an additional language
- Children with special educational needs
- Able, gifted and talented children
- Children who are at risk of disaffection or exclusion
- Family composition
- Mental health
- Age
- Sexual orientation
- Social background

I recognise that there may be a diversity of special needs including learning, health, behavioural, emotional and physical.

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I give all children in my care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support during a particular activity or routine than others.

I hold a discussion with parents/carers before their child starts at the setting, to establish their child's specific emotional, medical, cultural or religious needs. I continue to have on-going discussions with the parents/carers of the child and plan how best to meet the needs of the child. I will seek written permission of the parent/carer to seek advice/involve other outside agencies e.g. childcare support worker, health visitor or early years advisor in order that I may provide the best possible support for the child.

All children in my care are given the opportunity to play with all the provided equipment (subject to health and safety). No equipment is just for girls or just for boys. I try to ensure my toys reflect positive images of children and people from different cultures and with different abilities. I have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

No child in my care will be discriminated against in anyway, whether for their skin colour, culture, gender, ability or religion. I will challenge any remarks or behaviour that I feel are inappropriate according to the circumstances.

I encourage the children in my care to learn more about their own culture and to find out about the culture and religions of other children. We do in this in a fun way through sharing books, activities, cooking and eating food from around the world and celebrating special festivals.

I encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual. I encourage parents/carers to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

I regularly review my provision to ensure that I continue to provide a high standard to each child.



SEN

I have regard to the Department for Education's Special Educational Needs and Disability Code of Practice: 0 to 25 years (www.gov.uk/government/publications/send-code-of-practice-0-to-25).

As head of my childminding setting, I am the appointed Special Educational Needs Coordinating Officer /SENCO.

The role of SENCO involves:

- Being familiar with the Special Educational Needs and Disability Code of Practice (CoP)
- Ensuring any staff understand their responsibilities to children with SEN and how to meet their needs
- Ensuring any staff understand how to identify SEN
- Work in close partnership with parents/carers to identify and monitor plans for individual development for any child and ensuring their insights inform any actions taken
- Liaise with other professionals or agencies as required
- Know the process required within the CoP that includes SEN support (formerly Early Years Action and Early Years Action plus)

I will ensure parents/carers are closely involved all matters relating to their child and will use their insights to inform action taken. I will ensure I keep parents/carers informed and update them on their child's development regularly. If you have any concerns, I will be happy to meet and discuss them with you.

Signed childminder: K Anderson

Date: 9/5/16

Review Date: May 2017

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