

# Policies & Procedures for Childcare

All parents to read and agree before signing contracts and check updates as advised.



Flying High Childcare  
**Safety is  
Paramount**

Updated 2026

## Illnesses, Accidents & Incidents

### Accident & Incident Policy

The safety of your child is foremost and every measure will be taken to ensure they are protected from hurting themselves. However, accidents do happen and the following information details how the incident will be dealt with:

- Your child will be comforted and reassured.
- The extent of your child's injuries will be ascertained and if necessary medical assistance will be called for.
- Necessary first aid procedures will be carried out on your child.
- I will contact you to inform you of the accident and if necessary to ask you to collect your child from the setting or to meet me at the hospital.

After every accident, however minor I will:

- Complete a report in the accident book.
- Ask you to sign the report and then provide you with a copy.

Back up arrangements

If another child becomes ill or I am required to leave the setting I will contact parents to arrange alternative care or with prior agreement use a buddy child-minder as detailed below in Child-minder Illness policy or CRB checked adult to attend/collect children in an emergency.

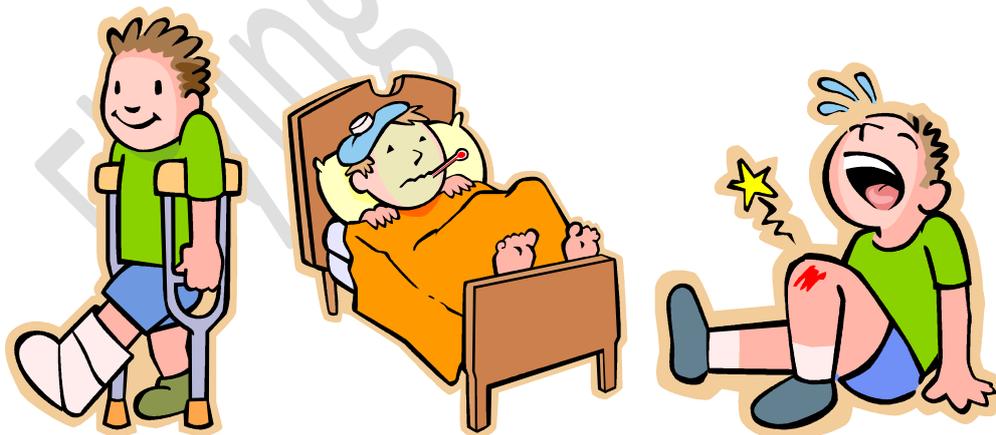
If the incident requires any medical treatment I will:

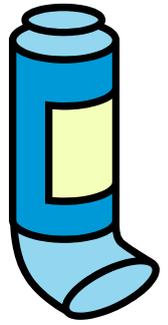
- Under the Welfare Requirements inform Ofsted about any significant events within 14 days – documentation via the notification form on their website
- Inform my Insurance Company of any serious reportable accidents or injuries / death of a child whilst in my care and act on advice given.

I would ask that It is important that you keep me informed regarding your child's condition following an accident and if you have sought additional medical advice or care.

As a child-minder I am paediatric first aid trained by an approved trainer. (Consistent with the practice guidance for the EYFS)

I will have a first aid box which meets the children's needs. This is clearly identifiable and kept in the kitchen.





## Illnesses, Accidents & Incidents

### *Asthma Policy*

I am willing to care for a child who has asthma and will follow these procedures when caring for a child with asthma:

I will encourage and help children with asthma to participate fully in activities.

I will ensure children have immediate access to reliever inhalers.

I will ensure the environment is favourable to children with asthma.

I will ensure that I know what to do if a child has an asthma attack to protect the child's welfare in the event of an emergency.

I will Work with parents of children with asthma to ensure that their children are in a safe and caring environment.

I will ask parents to tell me about their child's asthma symptoms, how to recognise when their symptoms are getting worse and how to help them take their reliever medicine.

I will record this information on the child's personal record form.

I will allow children with asthma immediate access to their reliever medicine whenever they need it.

I would also request that I are also provided an inhaler to keep within the setting in case the child forgets to bring it back with them or loses it etc.

Please let me know if your child needs to be reminded to take their inhaler and if they need to do it privately (I appreciate that some children are shy about taking their medication in front of others).

I will always inform parents if their child has experienced asthma symptoms and had to use their reliever medicine.

If, after discussion between the parents/carers and the doctor or nurse, it is believed that a particular child is too young to carry their inhaler, I will keep it with me at all times.

I require parents to provide written information detailing: What asthma medicines the child takes and when. What triggers the child's asthma and what to do if the child's asthma gets worse.

Emergency contact details

I will ensure any spare medicines stored by me are labelled and have not passed their expiry date.

## Illnesses, Accidents & Incidents

### *Head Lice Policy*

Head lice can affect people from any socio-economic background and ethnicity and do not imply a lack of hygiene or cleanliness of the affected person.

In order to try and prevent other children becoming infected I have put together the following procedure. I hope that as parents you too will work with me to prevent and treat the spread of head lice.

No child will be excluded from my care because they have head lice and I ask that all children and parents are sensitive and understanding towards the child. It is not their fault they have head lice.

Request that all children with long hair wear their hair up to prevent the spread of Head Lice  
Request that parents check their children's hair once a week with a special head lice comb to aid early detection.

Request that parents inform me immediately if they have discovered that their child has head lice.

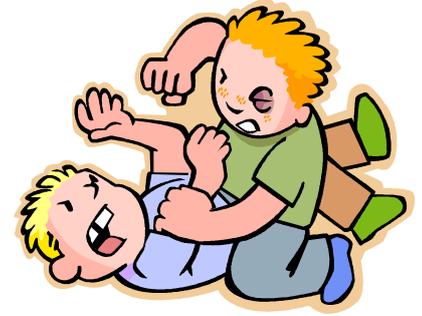
I will provide information on the effective treatment and detection of Head Lice.

I will inform all parents using the setting if a child has head lice but I will not say who, to respect confidentiality.

I will assist in the prevention of head lice by ensuring the children's dressing up hats are regularly cleaned.



## Illnesses, Accidents & Incidents



### *Bullying and Biting Policy*

I will not permit any form of bullying in my setting which includes:

Physical: pushing, kicking, hitting, biting etc.

Verbal: Name-calling, sarcasm, rumour spreading and teasing.

Emotional: Exclusion, ridicule, humiliation, tormenting.

Racist: taunts, graffiti and gestures.

Being bullied can result in the victim having depression, low self-esteem, shyness, poor academic achievement, isolation and in extreme cases threatened or attempted suicide.

If a bully is left unchecked they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult.

If I have any concerns that a child in my care is being bullied or is bullying, I will discuss the matter with you immediately. I will work with you to support your child to resolve the problem.

If your child is being bullied:

I will reassure them that the bullying is not their fault.

Tell them that I care about them.

I will give them lots of praise, encouragement and responsibilities to help them feel valued.

I will work with you to help the child to develop techniques to deal with the bully, i.e.: assertiveness, walking away etc.

If your child is the bully:

I will reassure your child that I care about them but it is their behaviour I don't like and I will work with them to help change this.

I will work with your child to find ways to make amends for their actions.

I will develop a reward structure for good behaviour.

I will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

If you have any concerns regarding your child please discuss them with me as soon as possible. It is much better to deal with these problems before they become major issues.

### *Biting Policy*

Children bite for a variety of reasons. This may be because they are teething, frustrated, exploring using their mouth, asserting their independence and wanting to gain control, maybe of a toy or they could be stressed. It may also be because they want to gain attention.

I will work with you and your child to establish when and why they are biting. I will observe the child closely to see if certain conditions or situations trigger the behaviour and then work with them to try and avoid the incidents occurring. This may involve altering the child's routine, giving them more one to one attention, purchasing additional resources so sharing is not such a major issue.

I will ensure that if a child is bitten that they are comforted and given lots of attention. I will ensure that any first aid is applied correctly if required and the incident will be recorded and parents asked to sign.

If your child bites then I will remove them from the situation. I will explain to them, according to their age and understanding that biting is unacceptable behaviour. For younger child this may be by tone of voice and facial expressions rather than lots of words.

It may be necessary for me to exclude the child from an activity and use 'time out' until they are calm enough to return. I will also encourage the child to apologise to the child they have bitten and work with them to develop strategies to help them deal with the reasons.

Biting can be an uncomfortable subject for parents of both the biter and the child who is bitten. I hope that this policy has explained how I deal with biting in the setting. Please do discuss any concerns you may have regarding this issue with me. If your child is known to bite I would prefer to know in advance.

Many children go through a stage of biting, please don't be alarmed it doesn't last forever!



## Illnesses, Accidents & Incidents

### *Medical Procedures Policy*

I have previously received specific training for the following conditions:

Allergies ,Asthma ,Bites & Stings,Bone, Muscle & Joint Injuries, Burns,Choking, Ear and Eye injuries  
Head Injuries ,Nose Injuries , Poisoning ,Seizures, Wounds & Bleeding

I am required to hold a paediatric first aid certificate as a child-minder and as a condition of my registration must keep this up to date.

The welfare of your child is paramount, therefore, if I am unsure about the procedure, or concerned regarding the physical condition of your child whilst in my care I will contact the emergency services and/or the parents depending on the severity of the situation.

I will obtain written parental permission to seek necessary emergency medical advice.

I will document all procedures that I have carried out and ask that you to sign this record.

I will require that you keep me informed as to the current health of your child and if there are any changes to their condition, treatment or medication.

### **Illnesses, Accidents & Incidents**

#### *Medicine Procedure Policy*

I am happy to give your child non-prescribed medication, such as cough mixture, Calpol or Nurofen, etc, but only if you have signed a parental permission form for me to do so and there is a health reason to do so.

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

Even though you may have signed a form, I will still contact you by telephone to check that I can administer this medication. This is to protect your child, you and the setting. It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given.

I will ensure that all medication given to me will be stored correctly and I will check that it is still within its expiry date. All medication will be stored in a locked cupboard or if located in the fridge I will ensure it has a child safety lid.

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

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

I will support children's long term medical needs by having information about there condition/medical needs.

I will receive technical/medical training from a qualified Health professional specific to the child if this is required to administer medication/provide support.

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

I will record and keep written records on all medication administered and request a parental signature at the end of each day.



### **Illnesses, Accidents & Incidents**

### **Sick Child Policy**

I appreciate that as a working parent you need to be able to go to work, however if your child is unwell then they will be better cared for in their own home with their parents.

I am happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature. I have to consider the welfare of the other children and staff within the setting.

If your child has had diarrhoea or sickness in the last 48 hours please do not bring them in, but call and let me know.

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

If a child is suffering from a notifiable disease (as identified by Public Health Infectious Diseases Regulations 1988) I will inform Ofsted and the Health and Safety Executive. I will then act on any advice.

### **Notifiable Diseases Policy**

Ofsted should be notified about

- food poisoning which affects two or more children
- any child who has meningitis
- the outbreak on the premises of any notifiable disease

Contact for Ofsted 0300 123 1231

Diseases notifiable under the Health Protection (Notification) Regulations 2010:

Acute encephalitis  
Acute infectious hepatitis  
Acute meningitis  
Acute poliomyelitis  
Anthrax 25b  
Botulism  
Brucellosis  
Cholera  
Diphtheria  
Enteric fever (typhoid or paratyphoid fever)  
Food poisoning  
Haemolytic uraemic syndrome (HUS)  
Infectious bloody diarrhoea  
Invasive group A streptococcal disease  
Legionnaires' Disease  
Leprosy  
Malaria  
Measles  
Meningococcal septicaemia  
Mumps  
Plague  
Rabies  
Rubella  
SARS  
Scarlet fever  
Smallpox  
Tetanus  
Tuberculosis  
Typhus  
Viral haemorrhagic fever (VHF)  
Whooping cough  
Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: Dysentery, Leptospirosis, Ophthalmia neonatorum, Relapsing fever and Viral hepatitis. These and other

diseases that may present significant risk to human health may be reported under Other significant disease category.



#### **Child-minder Sickness Policy**

I know that as a working parent, you require a child-minder who is reliable. I will endeavour to work on all the days that I am contracted to. I am happy to work when I have minor ailments such as colds etc., however I will not work if I have sickness or diarrhoea or any other highly contagious infection. Continuing to work would only result in a further spreading of the germs and I would be unable to give your child the care they deserve.

I have therefore arranged emergency cover with Ofsted Registered Childminders within my local area:

- TBC with each Parent/Carer as contract agreed dependent on location

They are happy to care for him/her whilst I am unwell, providing it doesn't take them over their registered numbers. If you wish to meet with them beforehand please let me know. If I contact you to inform you that I am unwell and therefore unable to work please call one of the child-minders to arrange cover. I do not charge if I am unable to work through illness and the above-mentioned child-minders will charge you at our agreed rate for the day(s) they cover

## **Safeguarding Children / Child Protection Policy**

*Safeguarding Children Policy*

It is my responsibility as a child-minder to ensure the safety and welfare of all the children in my care in line with the procedures laid out by my local Hampshire Safeguarding Children's Partnership ( Previously known as Local Safeguarding Children's Board).

(The HSCP is responsible for producing Safeguarding Children Procedures based on national guidelines set out in Working Together to Safeguard Children (Dept. of Education & Skills). It monitors the effectiveness of the Procedures systematically and amends them as it becomes necessary.)

I have received training on Safeguarding Children (Child Protection) and I am aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect.

If I have reason to believe that any child in my care is being abused in any way I will report the matter to the Duty Social Worker for Social Services, Child protection Team. Under these circumstances I will not be able to keep information relating to your child confidential, but will need to share it with Ofsted as soon as practicable (but within 14 days), Social Services and the Police if requested.

In the event of a Child Protection incident, or member of staff requiring advice, the following professionals will be available:

I have read and understood the national statutory guidance document Working together to safeguard children 2015 and the Prevent duty guidance, for England and Wales 2015

**I will have a list on hand of the up to date contact details for the relevant individuals these are also available at**

<https://www.hampshirescp.org.uk/about-us/new-partnership-arrangements-2019/>

## **Safeguarding Children**

### *Alcohol and Drugs Policy*

I must not be under the influence of alcohol or any form of drugs (including some prescription medication).

If I am prescribed medication, other than routine antibiotics I will inform Ofsted who will make a decision as to whether I can continue to care for your child whilst taking the prescribed medication. If you have been drinking, perhaps a work leaving do, Christmas party or whilst entertaining clients I would prefer if you arranged for another responsible adult to collect your child, especially if you plan to drive home.

## **Safeguarding Children**

### *Language Policy*

This policy is for children who have English as a second Language or use Makaton / BSL I have made a commitment to value the language and cultures of all children in the setting. I will endeavour to promote a positive attitude towards bilingualism and provide opportunities for the development of the child's home language.

I understand that young bilingual learners need time to observe, tune into the new language and try out things that are unfamiliar.

Children need to have books and stories that have some link with different cultures, clear illustrations, repeated actions and language patterns and offer visual support in the form of pictures, puppets and real objects.

I need to keep activities practical and need to repeat key vocabulary and phrases and use signing and PECs where applicable.

I will work closely with the family to ensure the needs of their child are met. I will seek their support to obtain books and resources in their home language. I will also found out about any other support they may be from outside bodies.



**Safeguarding Children**  
*Loss/Change Policy*



Coping with change, such as parents getting divorced, or loss, such as the death of a relative or a family pet, can be very difficult for a child to cope with and they may display their emotions in a variety of ways.

As a professional childminder I will work with you to support your child through any difficult times they may encounter. I am aware that different religions and cultures have differing rituals and attitudes towards death and divorce so will be guided by parents and family wishes.

I will support your child by:

- Encouraging your child to ask questions and answer them to the best of my ability, honestly and simply using language and words that are age appropriate.
- Talking with the child about the person/animal who has died
- Offering to listen to the child, so they can share their thoughts and emotions in a safe and caring environment with a familiar and sympathetic adult.
- Observing the child and noting any concerns or changes to their play and interaction with others and sharing these with you.
- Finding appropriate ways for the child to become involved in remembering the person/animal, for example a memory box or jar.
- Regularly discussing with you how your child is coping, however this will not be in front of the child, so I may need to arrange a meeting or discuss the matter over the telephone.
- Ensuring that the other children who attend understand (according to their age) that the child is more sensitive at the moment and may need to be given more space or support.

Sometimes children need professional counselling to help them deal with their loss or adjust to a major change. I am happy to support you and your child by signposting you to the services available.

### **Safeguarding Children**

#### ***Managing Children's Behaviour***

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

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

I will help the children understand the rules of the setting, which are realistic and I will be consistent in the enforcing of them.

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

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

I will **never** smack, shake or hurt your child. I will not humiliate your child. I will never threaten corporate punishment.

If a child misbehaves I will inform you at the end of the day or ring you later after collection. Some children can become upset if the incident is retold in front of them. I will also inform you of how the matter was dealt with. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset.

I will only ever use physical intervention to manage behaviour if it is necessary to prevent personal injury to the child, another child or an adult. I would inform you if this occurred and record it in the incident book.

## **Safeguarding Children**

### *Other Adults in the home Policy*

All adults caring for children in the setting have undergone CRB - Criminal Record Bureau Checks and received clearances.

Any other adults other than carers that may enter the building will have to sign my register and will not be left alone with any of the children.

Risk assessments will be carried out before any building works are carried out.

See also Visitors Policy for further details

### *Visitors Policy*

As an Ofsted registered setting, I am very aware of my roles in keeping your child safe. Whilst children need to mix with other children and adults it is my responsibility to ensure the suitability of those that they come into contact during the settings hours. I have, therefore, written the following policy regarding visitors in the setting during these hours.

I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.

I will endeavour, when possible, to arrange for any maintenance work to the property to be carried out at weekends and during non-minding hours.

I will maintain a visitor's book which is available for you to look at which contains identity of any visitors, purpose of the visit and arrival and departure times.

## **Safeguarding Children**

### *Physical Contact Policy*

As an Ofsted registered childminder I am aware that some children like to be affectionate and show it through hugs, kisses etc. others are not so tactile. I am happy to hug, or hold hands, or tickle etc. your child providing both you and your child are happy with this. I would never force a child to do any of the above if it made them feel uncomfortable.

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

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



## **Safeguarding**

### *Allegations of Abuse Policy*

As a child care setting I am vulnerable to allegations of abuse being made against me or other adults within the setting.

I will take precautions to protect me from this happening by:

- Ensuring all adults are CRB/DBS checked and cleared.
- Ensuring all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances.
- Ensuring, where possible, risk assessments will be carried out when workmen are present.
- Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign records.
- Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.
- Ensuring that children will be supervised at all times.
- Keeping accurate records on each child.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the following procedure.

Firstly, I will gain support and professional advice from the following organisations:

Hampshire County Council ,Ofsted within 14 days of the Allegation being made, my insurers and solicitors. I will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

**Safeguarding**

#### ***Mobile Phone and Camera Policy***

If using mobile phones to take photographs of the children the photo's will be used for the daily diary then discarded from the phone.

I will seek your permission to allow a camera to take photographs for record keeping, or displays.

I will not distribute or publish any images of your child without your consent.

I will always be able to justify to Ofsted the reason for taking the photograph.

I will always ensure children are appropriately dressed.

In order to do this I must first be registered with the Information Commissioners Office –ICO ( see spate GDPR policy)

No children in my care will be permitted to use their phone for social networking or to take pictures etc within the setting exceptions may be made with parents' consent for older children and they will have to adhere to the phone and camera policy and refrain from taking any pictures of the setting or other child-minded children.

Provision for Children's mobile phones; all phones will be put in a safe place out of reach upon entering the property and returned upon them leaving the property – all parents to be aware of this policy.



**Safeguarding**

#### ***Internet Safety Policy***

The internet is an incredible resource for children to access, support for their homework, chatting to friends etc., but it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. They can also be vulnerable to on-line grooming by paedophiles.

As a Childminder I offer children the opportunity to use the computer and the internet; however I have introduced a range of procedures to ensure their safety.

I have a filter on my computer that blocks out most inappropriate material

I will not permit the children to go onto chat rooms or use social networking sites within my setting as a matter of course should you wish an exception to be made regarding an older child I will require written permission from the parent/carer.

I will check the childrens emails to ensure that they are not being bullied or sending anything inappropriate

I will talk to the children about the websites they are using I am always nearby so can keep an eye out on what websites they are visiting

I check the history on the computer regularly

I will discuss with the children about the importance of keeping safe on line, not forwarding on chain

letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell me if they are worried about anything and to never arrange to meet anyone they have spoken to online.

If you would rather your child was not allowed access to the internet then please let me know.

I am also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.

## Peer Abuse Policy 2016-2017

*This policy should be read with the following policies;*

- *Child Protections and Safeguarding Policy*
- *Keeping Children Safe in Education DfE*
- *Working Together to Safeguard Children HM Gov*

### Definition

*There is no clear boundary* between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement. If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

### Risks

Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.

Professionals should be aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Professionals should be aware of the added vulnerability of children and young people who have been the victims of violent crime (for example mugging), including the risk that they may respond to this by abusing younger or weaker children.

The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Evidence suggests that such children may have suffered considerable disruption in their lives, may have witnessed or been subjected to **physical , mental or Sexual Abuse**, may have problems in their educational development and may have committed other offences. They may therefore be suffering, or at risk of suffering, **Significant Harm** and in need of protection. Any long-term plan to reduce the risk posed by the alleged perpetrator must address their needs.

### Protection and Action to be taken

It is not enough to respond to incidents as they arise: all agencies that work with children should strive to create an environment that actively discourages abuse and challenges the attitudes which underlie it. Agencies should have a policy on bullying, and on sexual and racial harassment. They should also consider the effect of adult behaviour on children who may view them as role models.

Any professional who feels that a young person has abused another child or young person should notify children's social care without delay. They will arrange a **Strategy Discussion** which will include

the referring agency, the police and the **Youth Offending Service**. Where the alleged abuse is sexual in nature it may be helpful to consult the sexually harmful behaviour team at this stage.

In order to give priority to them, issues relating to the safety of victims and potential victims must be discussed first and completely separately from any issues relating to the needs of the alleged perpetrator. This will usually require separate meetings.

The strategy discussion will consider:

- Whether the alleged perpetrator seems to pose a continuing risk to any child;
- How to protect any child who appears to be at immediate risk of significant harm;
- Whether **Section 47 Enquiries** should be initiated (or continued if they have already begun) and how they should be handled; and
- What action should be taken in respect of the alleged perpetrator, for example arranging a risk management meeting.

It is important to co-ordinate action to address these issues: no agency should initiate action that has implications for another agency without appropriate consultation unless this is unavoidable in order to protect the safety of a child.

### **The victim**

The strategy discussion will consider what action is necessary to ensure the immediate safety of the identified victim(s) and what further enquiries are necessary to assess any further risk. A child protection conference must be arranged unless the child does not appear to be at continuing risk of significant harm.

Where a young person has abused a sibling, planning must include consideration of the support needs of the parents. If victim and perpetrator are members of the same family/household, before making any arrangement to return the perpetrator to the family/household it is critical to ensure that the victim's views have been heard and that s/he feels safe.

A child protection conference may conclude that the victim is not in need of a child protection plan, but may be a child in need of support to address her/his needs arising from the abuse - for example referral to Amazon Young People's Counselling Service, **CAMHS** or another victim support agency

### **The alleged perpetrator**

It is not appropriate to initiate **Section 47 Enquiries** in respect of the alleged perpetrator unless there is information suggesting that they are at continuing risk of **Significant Harm**. However young people who abuse others frequently have considerable needs themselves, so an assessment of the alleged perpetrator's needs should be carried out.

Any decision on action in respect of the alleged perpetrator must be based on the risk they pose to other children and what can be done to minimise this risk. If the alleged perpetrator is over the age of 10, consideration should also be given to whether action under the criminal justice system would be appropriate.

If there is evidence that the alleged perpetrator has also been the victim of abuse, the police will consider whether to initiate a separate criminal investigation relating to this.

The alleged perpetrator is likely to pose a continuing risk to others unless the opportunity for further abuse is ended and the young person and their family have agreed to work with relevant agencies to address the problem. It has also been proposed that the risk remains high unless the young person accepts responsibility for the abusive behaviour, but more recent research has suggested that in the case of sexually harmful behaviour, denial may be rooted in shame and a well-founded fear of consequences of admission. Consequently, while denial will have consequences for the treatment approach, it does not necessarily indicate that sexually harmful behaviour is likely to be repeated.

Assessment of an alleged perpetrator's needs will include consideration of:

- The nature, extent and context of the abusive behaviours;
- The young person's development and family and social circumstances;

- Whether the young person appears to pose a continuing risk and, if so - Who is likely to be at risk from him/her (for example self, other children, **Adults at Risk**, particular children, particular adults), and

The nature and degree of the risk;

- The young person's need for services, both those which relate to his/her harmful behaviour and other significant needs;
- Whether the young person is also at risk of significant harm and should be the subject of a child protection conference; and
- Whether action is to be taken within the criminal justice system.

If the abusive behaviour is sexual in nature, it may be helpful during this assessment to consult the sexually harmful behaviour team.

If there is a criminal case pending, the young person may have been instructed not to co-operate with an assessment and this must be taken into consideration when discussing the offence with them

If the **Assessments** concludes that the young person poses a continuing risk to others, children's social care will arrange a risk management meeting. This meeting should be attended by:

- Persons who have responsibility for the welfare of any child who has been identified as currently being at risk from the perpetrator;
- Persons who have responsibility for the welfare of the perpetrator;
- Persons who have access to resources which are likely to be required to safeguard any child; and
- If the young person appears to pose a risk to **Adults at Risk**, adult social care and carers of any adult who has been identified as currently being at risk from him/her.
- 

It may be appropriate to invite the sexually harmful behaviour team to attend the meeting or to submit written or verbal advice on the issues to be discussed.

It is important to keep the risk management meeting separate from any child protection conference. The purpose of the risk management meeting is to reduce the risk which the perpetrator poses to children and **Adults at Risk** both at present and in the longer term. This will include:

- Ensuring the safety of children who are likely to come into contact with the perpetrator in the immediate future;
- Action to address the perpetrator's behaviour and attitudes; and
- Monitoring progress.

The meeting will make recommendations and, where possible, will make commitments about action to be taken and resources to be provided for the safety of the children involved. Any recommendations should be based on the following assumptions:

- A victim of abuse must not be left in contact with her/his abuser without adequate protection; and
- Moving the perpetrator away from the victim to another place where there are children may not reduce the overall risk to potential victims, and may actually increase it.

The long-term control of risk may depend on an addressing any unmet needs of the perpetrator. This will be co-ordinated by children's social care.

### **Other children**

The strategy discussion will consider:

- Whether the alleged perpetrator appears to pose a risk to any other children and young people or to **Adult at Risk**;
- Whether any further assessment of this risk is needed;

- What immediate action, if any, should be taken to minimise this risk; and
- Whether to initiate section 47 enquiries in respect of any of these children and young people.

## Issues

Particular difficulties arise in responding to a child or young person who abuses another child because:

- There is no clear dividing line between abusive behaviour and normal childhood behaviour;
- Many adults who abuse children repeatedly established this pattern of behaviour in childhood or adolescence, but a single incident of abuse does not indicate that a young person is likely to abuse again; and
- Some young people who abuse have themselves been abused, but this cannot be assumed in any particular case.

The guiding principles for dealing with these situations are:

- The needs of the victim and the needs of the alleged perpetrator must be considered separately;
- In addition to safeguarding the identified victim, agencies must consider whether the alleged perpetrator seems to pose a risk to any other children;
- Children and young people who abuse others are responsible for their abusive behaviour, and safeguarding action must include addressing their behaviour and its causes;
- The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children;
- There should be a co-ordinated approach by child welfare, youth offending, education and health agencies. No agency should start a course of action that has implications for any other agency without appropriate consultation.

## Outings

### *Lost/Missing Child Policy*

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

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

I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them.

If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV.

I will then alert the police and provide a full description.

I will then alert the parents of the situation.

I will provide everyone involved in the search with a description of the child.

I will reassure the other children with me, as they may be distressed.



## Outings

### *Sun Protection Policy*

The damaging effects of exposure to the sun on young skin has been well documented.

I will do everything I can, working in partnership with you, to ensure that your child is protected. I will need you to provide me with:

- Sun cream that is suitable for your child (high factor).
- Sun hat (preferably a legionnaire's hat to protect the neck).
- A thin top, cardigan or t-shirt that has long sleeves.

I will ensure that your child uses the sun cream that you have provided and wears the hat. I will also avoid spending prolonged periods of time outdoors during the hottest part of the day, and when out will try and protect your child by finding shady areas. I will encourage your child to drink water regularly to prevent dehydration.

I will require you to sign a form giving me permission to apply the sun cream that you have provided.

If for any reason you forget to supply me with sun cream I will also need a signature to use my own supply.

## Outings

### *Transport and Outings Policy*

When taking children on outings it is essential that proper planning is done to ensure the safety and welfare of all the children involved.

I will obtain written permission for all routine and special outings. Parents will also be informed of special outings i.e. Zoo, Theatre

The safety of your child is paramount and I have, therefore, put together the following procedures regarding the transportation of children in a vehicle.

I will ensure that children are all safely seated in the stage appropriate seat and seat belts fasten before I set off on any journey.

I will always carry a mobile telephone in case of an emergency.

I will always carry a First Aid kit in case of an emergency.

I will never leave a child unattended.

If your child suffers from travel sickness please let me know immediately.

I will keep children safe on outings by carrying out full risk assessments which will be renewed on each outing.

I will take emergency contact telephone numbers for parents, accident and incident forms, medications and forms required by individuals e.g. inhalers.

I will teach the children about the dangers of wandering off and of talking to strangers. Also about danger of cars and roads in an age appropriate way.



## The Childcare Setting

### *Admissions Policy*

I am restricted to the number and ages of children that I can care for at any one time. These details are displayed on the Ofsted Registration Certificate.

I am happy to care for any child within my registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability.

Prior to your child commencing my Child Care Services I must have written information on:

- Emergency contact numbers
- Child's dietary requirements
- Special health requirements
- Information about who has legal contact of the child and who has parental responsibility
- Parental permission to seek emergency medical advice
- Starting date and number of sessions per week
- Illness and vaccinations
- Consent for photography for monitoring, advertising and evaluating
- Consent to take part in off site activities.



## Opening Times, Fees, Holidays and Termination of Contract

My day starts at 8am finishing promptly at 6pm but arrangements will be made for slight flexibility. During this time the fee will be charged at an hourly rate. In case of certain circumstances your child needs to be here before or after these times you will be charged at an hourly rate.

Any overnight care will be set at a different rate after 6pm a fixed fee will apply from 6pm – 8am and charged hourly thereafter.

Breakfast, lunch and dinner can be provided at a fixed fee per meal. Breakfast £1, Lunch £2, Dinner £3

Food may be provided by you although it would be helpful for a lighter lunch to be provided and hot Dinner so your child is eating the same food as the other children.

I will be available to care for your child at times stated in our contract and during this time I may also be taking 4 weeks break which will not be charged to you. Although any holiday taken by you will be charged at your normal contractual rate.

A deposit is charged upon booking a place and this will be deducted from your first month's fee.

One months notice must be given by each party when the contract is cancelled.

Childcare arrangements will be made with parents or other childcare providers in the event that I cannot provide care for special circumstances.

**Please pay invoices promptly upon receipt**



## **The Childcare Setting**

### *Dropping Off and Collection Policy*

#### **Dropping Off**

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early I may not be ready to care for your child.

On arrival children will be recorded in the attendance register.

#### **Collection**

I will only release your child from my care to adults who you have given written permission to collect them. I will, therefore, need you to provide me with a list of people authorised to collect. It would be helpful, if they are not known to me, to include a description or a photograph for me to keep on file.

I will ensure children do not leave the premises unsupervised

In the event of an emergency, I can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss with me if you would like to use this system.

It is important that you arrive at the contracted time to collect your child. Even very young children learn my routine and know when their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport.

If you are delayed, for whatever reason please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care, however if I am unable, I will contact other adults from the authorised list and arrange for them to collect your child. I will reassure your child that you are on the way and if necessary organise additional activities.

If I have not heard from you and you are very late I will try and make contact with you. I will also attempt to contact the emergency numbers provided. If I am unable to make contact with anyone I will inform Social Services and follow their advice.

I reserve the right to make an additional charge for late collection.

## **The Childcare Setting**

### *Complaints Procedure*

If you have any problems with our services, please feel free to discuss the issue with me at an early stage so that any difficulties do not become obstacles to a good relationship.

If a parent raises a concern about my service I will:-

- investigate all written complaints
- make and keep a written records of the complaint
- record the outcome of the complaint and inform complainant within 28 days
- I will provide Ofsted (if they request) a written record of all complaints and actions as a

result within a specified period

- I will keep a record of the complaint for 3 years

As a registered setting I am inspected by the Office for Standards in Education (Ofsted) against the Welfare Requirements. A copy of the Welfare requirements can be obtained by contacting Ofsted or by going on their website.

If a parent is not satisfied Ofsted can be contacted and a complaint can be made.

Contact details for Ofsted's regional office are Telephone 0300 123 1231 Website:

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **The Childcare Setting**

### ***Confidentiality & Privacy Policy***

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential and private

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored securely online using the Tapestry system, which is not accessible to any other party. I also have a secure filing cabinet which will be locked at all times. Records are retained for 21 years and 3 months as required in case of historic claims.

I will not discuss your child with others unless I have permission. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see the Child Protection Policy.

## **The Childcare Setting**

### ***Equal Opportunity Policy***

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 than others during a particular activity or routine. Please see additional information on Special Needs.

I will ensure the individual needs of all children are met.

I encourage Parents to share with me any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

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

No child in my care will be discriminated against in anyway, whether for their skin colour, culture, language, gender, family background, ability or religion. I will challenge any remarks that I feel are inappropriate.

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. I do this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. I will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils. I provide opportunities for children to use their home language in play and learning.

I will encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual.





## The Childcare Setting

### *Exclusion Policy*

I operate an inclusive setting, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background etc.

There are however certain occasions when it may be necessary to ask a parent to not bring their child to my setting for a short period of time. These reasons include:

If a child is ill (see sickness policy for more detailed information).

If a child has a highly infectious condition such as impetigo or conjunctivitis.

If the child has a notifiable disease.

If a child has had a bout of sickness or diarrhoea within the last 48 hours.

I reserve the right to terminate a contract with immediate effect and exclude a child permanently from my setting in the following situations:

If the child continually demonstrates aggressive behaviour to the other children in my setting.

If the child continually uses inappropriate language (swearing).

If the child continually makes inappropriate remarks, such as racist comments.

If the child is likely to cause harm to other children in the setting.

If the child is found to be stealing from staff or other children within the setting.

I will already have discussed my concerns with you and worked with you over a period of time to address your child's behaviour. I would have used a variety of different strategies and with parental permission sought support from outside agencies.

I would only exclude a child if their behaviour was very severe and having a continued negative impact on the other children in my care.



## The Childcare Setting

### *Emergency Procedure*

I will explain the evacuation procedure to all new children and I will carry out evacuation drills every month, so that all children in my care understand what to do in all emergency eventualities whether this is inside or outside.

#### ***Evacuation from inside the premises to the outside***

On the sound of the alarm, the children will be led to the nearest available Refuge Point.

A register and emergency contact details will be taken to account for all children present that day.

I will cover all eventualities, i.e. floods, fires, or intruders.

When all children are accounted for I will call the emergency services.

I will then contact parents and inform them of the incident and they will be asked to collect their child.

It will be an ongoing process talking to the children about what to do in the event of any emergency event this will also be included occasionally as an activity so the children can move the fire around to different areas and tell me where they think they should go.

#### ***Evacuation from outside the premises to the inside***

The children will be led to the nearest available safe room.

A register and emergency contact details will be taken to account for all children present that day.

I will cover all eventualities, i.e. floods, fires, or intruders.

Doors will be locked and a register will be taken by a dedicated person to check that everyone is inside the building.

When all children are accounted for I will call the emergency services. I will then contact parents and inform them of the incident and they will be asked to collect their child. It will be an ongoing process talking to the children about what to do in the event of any emergency event this will also be included occasionally as an activity so the children can move the fire around to different areas and tell me where they think they should go.

### *Health & Safety Policy*

The Health and Safety of your child is very important to me and I have, therefore, documented the following procedures that I have in place to support this.

All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development

I will do a risk assessment of the premises every morning before the children arrive to ensure that it is a safe environment for the children

Children will be protected from opening the front Fire Exit to prevent the children opening the door I have procedures in place in the event of a fire (see separate policy).

I will report and record any accidents (see accident policy).

I will immediately remove any hazards or faulty equipment. If this is not possible I will immediately contact the relevant body for assistance e.g. Gas company, for gas odour, Water Company for water leak etc. I will ensure the children have no contact with this area.

I will keep the kitchen very clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc.

I ensure that the children do not have access to any waste, the bins are emptied daily and any used nappies are double wrapped and placed in the outdoor rubbish bin.

I do not permit smoking in the premises.

I have strict Child protection guidelines in place (see separate policy).

Children will be given instructions about their behaviour while in the community or on outings i.e. holding hands in pairs.

I will have emergency contact details with me at all times should I need to contact the parents.

I will work with you to teach the children about safety issues like crossing the road and stranger danger.

I will work with you to teach the children about making healthy food choices and physical exercise.

I will restrain a child if they are putting themselves or others in danger, for example running into a road.

If you have any concerns regarding the health and safety of your child please discuss them with me.

### *Late Payment Policy*

I work as a registered childminder as I love caring for children and supporting their development, however it is my chosen career and business. Like you, I too have bills and expenses to meet each month and therefore require a regular income. I would be grateful if you could ensure that you are prompt in paying your monthly/weekly invoice.

If I have not received payment within seven days of the due date, I will issue you with a polite reminder. If I have still not received payment by the 10th day following the original invoice I reserve the right to make an additional charge 'Late payment Fee' to cover any bank charges I may have incurred.

If by 30 days I still have not received payment I reserve the right to cease minding your child with immediate effect and seek legal advice from the National Childminding Association's Solicitors /PACEY, this may result in you being summoned to attend a hearing at County Court and if the judge finds in my favour you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are now struggling to make payments, please let me know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits.

### *Personal Possessions Policy*

I provide a wide range of toys and activities for all the children in my care, catering for different needs, abilities and ages. Whilst it is not necessary for children to bring additional toys with them to play with I can appreciate that sometimes a child may have a particular comfort toy that they wish

to bring or a toy that they have been playing with just before they left home.

I will endeavour to keep all children's toys and resources safe, however I am sure you appreciate with several children in my care at any one time, it is not always possible to keep an eye on their belongings. Whilst losses are rare I would advise that if a toy is very special or expensive that it remains safely at home as I will not be held responsible for loss or damage to them.

If your child does have a comfort toy that they are very attached to, I would recommend that additional 'copies' are purchased as this can prevent great upset if it becomes lost.

### **Concerns Policy**

I want to ensure that your child is cared for correctly and that you are confident in my abilities. It is, therefore, vital that I have a transparent culture within my childcare setting where everyone feels able to raise any concerns they may have.

If anyone has any concerns regarding the way children are being cared for they must report them. All concerns raised will be taken seriously and fully investigated.

Parents are encouraged to discuss any concerns they may have regarding their child's care with me. Alternatively they are able to discuss them with Ofsted. Please see Parents complaint policy.

### **The Childmind Setting**

#### **Settling in Policy**

I understand how difficult it is for parents to leave their child with me. I will, therefore, work with you to ensure your child is settled and that you are happy with the care that I provide.

I like to organise settling in sessions for the parents and child. This gives you the opportunity to provide me with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives me the opportunity to start to build a relationship with you and your child and to understand both your needs and wishes.

I am happy for you to stay until you feel that your child is settled. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. I will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in my home and with the care I provide.

Some parents find it helpful to call me during the day to find out how their child is when settling in.

I am happy to take your calls, but please be aware that I will not be able to talk for long, or sometimes even unable to answer the telephone if I am attending to a child's personal needs, for example changing a nappy. So please do not panic if you call and there is no answer



#### **Smoking Policy**

In accordance with the welfare requirements produced by the Department for Education and Skills I have a no smoking policy in the setting.

No one is permitted to smoke in the setting.

I will not take the children into smoky environments and will avoid places that permit smoking wherever possible.

#### **Terrorist Attack or National Emergency Policy**

In light of recent incidents over the past few years, it is necessary to have a procedure in place on what to do in the event of a terrorist attack or a national disaster.

The care and security I provide to your child is paramount. As an Ofsted Registered setting I will do everything within my powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If I am involved or caught up in the incident I will comply fully with the instructions from the emergency services and constantly reassure the children in my care.

If you are caught up in an incident I will continue to look after your child until you are able to return or a person nominated is able to collect them.

I understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. I will, however, attempt to contact you on a regular basis and ask that you try to do the same.

I will keep up to date on the situation using any media source available to me, radio, television, Internet etc. I will endeavour to protect your child from information or images that may alarm or distress them.

I hope that I never have the need to put this procedure into practice but I am happy to discuss with you any aspects of this policy.

### *Partnership working policy*

It is very important for your child that I work in partnership. This will give your child continuity of care and they will not become confused with different standards of behaviour and boundaries. As Parents you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is, therefore, important that I have an excellent communication system. I appreciate that as a working Parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so please do not hesitate to contact me by email if you would like to know more information about your child.

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

As your child grows and develops issues will crop up that are very important for me to discuss in order that I can work together.

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

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

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



### *Food Supplied by Parents Policy*

When providing pack lunches for your child please be aware of food hygiene when preparing packed lunches or snacks.

This includes checking dates for consumption of both dried and perishable foods, and correct storage of food items when sent to the setting.

As consumption of all food on the premises, inclusive of packed lunches provided by parents, is ultimately my responsibility, the following policy must be observed at all times.

Any food not consumed by a child will be discarded on the same day, subject to conditions below:

Any out of date foods will not be given to your child, as they cannot be stored on the premises, they will be discarded and the parents will be informed.

Food brought to the setting by a carer must be in a named lunch box.

I will store lunch boxes in a cold environment.

### *Premises Security Policy*

I will ensure that at all times the indoor and outside premises are safe and secure I will do his by.

- Locking the Front Door.
- Shutting side gate to the garden.
- Checking all perimeter fences are intact.
- Ensuring all visitors have signed in (see visitors policy)

### *Unexpected Closure of the Childminding Service Policy*

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

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

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

Following emergency evacuation of my premises (see evacuation policy).

Loss of power to my home.

Mains water turned off.

Heating broken.

Flooding.

Medical emergency for myself or a member of my immediate family.

Death within the family.

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

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

I may be able to provide a limited service from a fellow childminders home during some of the above situations, however I would discuss any alternative arrangements with each individual parent/carer.



## **The Childmind Setting**

### **Special Needs Policy**

I am aware that some children may have learning difficulties and disabilities and I am proactive in ensuring that appropriate action is taken when a child is identified as having special needs or starts in my care. I must promote the welfare and development of the child in partnership with parents and other relevant agencies.

I will ensure equal opportunities and have regard to SEN Code of Practice.

I have, therefore, put the following procedures in place:

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

Keep observational notes.

Share these with the child's parents.

Discuss what support is available.

Keep all matters confidential.

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

Valuing and acknowledging children's individuality and help them to feel good about themselves.

Seek information from parents about the child's routines, likes and dislikes.

Adapting activities to enable children with special needs to take part.

Arrange access to specialist equipment if needed.

Consider any risk factors.

Encourage children's confidence and independence.

I will work in partnership with parents and discuss:

Agencies that are also involved in the child's support and care.

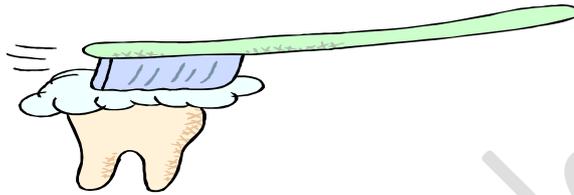
Equipment that the child may need.

Advice or support that will help me to provide the best care possible for their child.  
I will consider how I can ensure the privacy of a child with special needs whilst continuing to supervise other children in my care.  
I will review, Monitor and evaluate to ensure I am inclusive of all children.

## Wellbeing

### *Dental Hygiene Policy*

Recent research shows that 38% of five year olds in England have experienced tooth decay. I am very aware of the need to follow good oral hygiene practices and to avoid eating foods and drinks with high sugar content. I will only be providing milk or water during snack time. Other drinks available at request and with consent of parent/carers



## Wellbeing

### *Health Eating Policy*

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

I am happy to provide all children in the setting with healthy snacks and drinks.

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

Please inform me if your child has any specific dietary needs/allergies.

I request that a water bottle named is supplied daily – I will ensure your child has access to this at all times.

I do not encourage children to eat sweets; however I do sometimes offer sweets for special occasions. Please let me know what, if any sweets you permit your child to eat.

In the unlikely event, of food poisoning affecting 2 or more children looked after on the premises Ofsted will be informed.

## Wellbeing

### *Hygiene Policy*

It is very important to prevent the spread of germs and illnesses that hygiene procedures are in place and strictly adhered to.

Children are encouraged to wash their hands after going to the toilet, touching animals and playing outside. They must also wash their hands before eating any meals or snacks.

I will assist the children in hand washing, ensuring that they are washing and drying them correctly.

I have a wash hand unit in place within the Hall and will provide wash hand facilities outside too.

I will provide a paper towels in the bathroom each day.

I will assist children with wiping their noses when they have colds and try to teach them how to blow their own noses. I will explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. I will also encourage them to put their hand over their mouths when they cough.

I will not care for a child who has had an upset stomach in the last 48 hours.

I will disinfect the changing mat between children.

I will follow strict hygiene routines in the kitchen, ensuring the fridge is at the correct temperature and that food is stored correctly in it.

In order for me to carry out these procedures effectively I will need you to provide me with enough resources, for example nappies, labelled cream, spare clothes for the children etc. I also request that you let me know if your child is feeling or has been unwell.

## Wellbeing

### *Nappy and Toilet Training Policy*

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

Nappies, Cream that you use on your child, Baby wipes and Nappy Sacks.

I will provide a changing mat, which will be wiped over with disinfectant between each use.

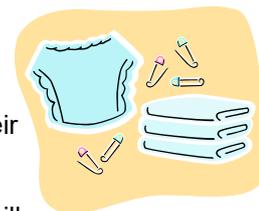
I will change your child regularly and immediately if they have soiled a nappy. I believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows provide time to discuss basic hygiene issues, preparing them for potty training.

When your child starts to show signs that they are becoming aware of their bodily functions I will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child.

It is very important that I work together to potty train your child and pick a suitable time to do it.

If I start the training and your child is not ready then I can stop and start again when they are.

Some children take to potty training overnight for some it is a longer process, the most important thing is that I work together to give your child the support and reassurance they need during this period. I will provide you with feedback on how your child is progressing.



## Wellbeing

### *Sleeping Child Policy*

I will discuss with you the sleep routines you have established for your child and how I can best accommodate them into my own routine and working day as I may have school runs and pre-school pick-ups to include. These discussions will need to be on going as the sleep needs of your baby will change as s/he grows and develops.

As a working parent you too need your sleep so it is vital that I work in partnership with you to provide a sleep routine for your child that fits your requirements. I will need to know how many naps your child normally has, for how long and at what times during the day.

When is the latest I can let your child sleep until without it affecting their night-time routine?

Do you want me to wake your child after a certain length of time or can I let them sleep on?

What routine do you have to settle your child? Do they have a dummy or comforter? Where does your baby prefer to sleep?

I will regularly check your child when they are sleeping, both in person and by using a baby monitor. I will record the total time slept within their daily diary.

If you ever have any concerns over your child's sleeping routine please do discuss them with me.

## Activities

### *Care, Learning and Play Policy*

Children learn when they are in a safe and caring environment where they are stimulated through play.

I will strive to provide your child with an environment that will be caring, fun and stimulating. I will implement ideas from the Early Years Foundation Stage and include:

- CD - Creative Development
- CLL - Communication, Language and Literacy
- KUW - Knowledge and Understanding of the World
- PD - Physical Development
- PSED - Personal, Social and Emotional Development
- PSRN - Problem solving, reasoning and Numeracy

These activities will include but are not limited to:

- Dressing up clothes.
- Books
- Small world toys
- Construction toys (Lego, Duplo etc)
- Pretend play (toy kitchen etc).
- Water play
- Arts and Crafts.
- Outings
- Cooking
- Music



- Gardening
- Outdoor play and equipment
- Computers

I will ensure there is a balance of adult led and child initiated activities delivered both indoors and out.

I will regularly observe your child and make records; these will enable me to make plans on how I can help your child move onto the next stage of their development.

If there is a particular activity that you would like me to do with your child, please let me know. I am very happy to support activities that you are doing at home or events that have happened. For example if you have been to a wedding I can continue this theme by providing the children with material to use as wedding clothes and help them understand through books and other resources.

## Activities

### *Outdoor Play Equipment Policy*

It is well known that exercise is vital to aid the physical development of young children and to encourage them to continue a healthy lifestyle into their adult years.

I encourage the children in my care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable.

Whilst this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking, however in order to make the garden a safe environment and to reduce the risk of possible accidents I have put the following procedures in place:

Children will be taught the dangers of the equipment in a way that is suitable for their stage of development and understanding.

Children will be encouraged to take turns and share equipment.

The equipment will be checked for wear and tear/ damage regularly and withdrawn from use if faulty.

Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with



## Activities

### *Sand Pit Policy*

Whilst sandpits can provide great play and learning opportunities they can also pose several health and safety risks.

I will only use sand that is suitable for play and purchased from a recognised source.

I will regularly ensure the sand is changed; in between I will sieve for foreign bodies and rinse through with a diluted sterilising agent if applicable. Toxoplasmosis can be spread from cats to humans through dirty sandpits. Toxoplasmosis can harm an unborn child, but is usually a mild illness in children and adults. It causes a rash, swollen glands, fever and feeling unwell.

I will ensure the sandpit has adequate drainage to prevent the sand from becoming water logged.

Insects can live in damp sand and may bite or sting children.

I will ensure the sandpit is covered to prevent it being used as a litter tray by cats and other visitors to the garden.

I will ensure that the children are closely supervised whilst playing in the sandpit.

I will teach them about keeping the sand low to avoid it getting in their own and others eyes.

### *Water Play Policy*

Children can have great fun playing with water and it can also support their development.

However there are safety issues when children play with water and I will therefore put the following procedures in place: Children will never be left unsupervised with water.

If a child needs my attention I will make sure the other children are safe.

Water trays will be immediately emptied when not in use and refilled each day.

I will support the children to learn about water safety.



### *Paddling Pool Policy*

Children can have great fun using a paddling pool and it can also support their development in a variety of ways. However there are safety issues when children play with water and I have therefore put the following procedures in place:

Children will never be left unsupervised with water.

If a child needs the toilet then all children will come out of the pool and come inside with me.  
If the doorbell rings again all the children will come out of the pool and come inside with me.  
I will take my phone outside with me.  
I will take enough towels and spare clothes outside.  
The pool will be immediately emptied when not in use.  
I will support the children to learn about water safety.  
I will never make a child go into the pool if they don't want to but will provide activities they can do in the pool area.  
I request that parents inform if their child has a verruca on their foot so measures can be put in place to prevent them from spreading.  
If toddlers and babies are in nappies I will request parents provide some form of swimming nappy to prevent the pool from becoming contaminated.  
Emergency procedures are in place and I will maintain my first aid certificate.

## Activities

### *Outside Activities Policy*

Physical exercise is very important to aid childrens physical development and to support confidence, however it is vital that any equipment is used safely to avoid unnecessary accidents. Outside play is important to my setting, it is great for physical development and children love the fresh air.

I will provide wet weather gear for the children so the garden is available to the children all year. Children will be made aware of what to do if I need to evacuate the garden in an emergency and go inside. Evacuations test will be carried out with the children too.

Fluid intake: this is particularly important in warm weather conditions to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature.

After any activity outside children will be encourage to wash hands when they enter the building especially before eating food.

## Activities

### *Video Game Policy*

I have a number of video game resources that are available for the children in my care.

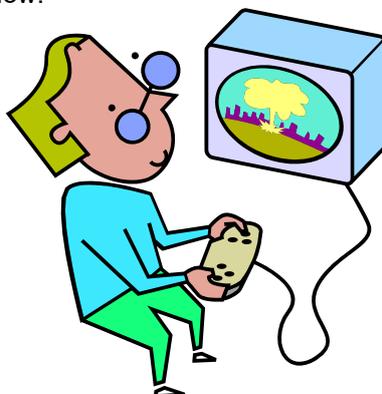
These games can be very helpful in developing skills such as

Hand eye co-ordination, Timing., Turn taking, Educational .

However I feel that the time spent on these should be limited. I will discuss with parents on a regular basis the games that they are happy for their children to be playing and how long I will allow them to play. I will work with you to develop strategies for limiting the time played so as for it not to become an issue with your child. For example time warnings.

I will not allow any child to play with games that are of a violent nature. If your child wishes to bring games with them to play I would be grateful if you would discuss with me first, as I care for children of all ages and I need to ensure the suitability of them.

If you do not wish your child to play with video games or if they have a condition that might be triggered by them please let me know.



## Activities

### *Television Policy*

I limit the time children in my care are permitted to watch television.

The watching of television programs, DVD's and videos is normally restricted to times such as, a

short session after lunch to provide the children with a quiet time to rest and allow their dinner to go down.

If a child is feeling a little off colour and needing more rest then it may be appropriate for them to watch more television that day.

I ensure that any programs watched are suitable for all the children in my care. If your child wants to bring a DVD or video to watch at my house please check with me first as it must be appropriate viewing for the younger children.

Recent research has shown that excessive watching of TV can actually cause problems for some children.

It can affect their social and communication skills, as there is no interaction.

Television is very fast and children get used to this pace of entertainment, this can then result in them becoming bored and frustrated at the slower pace of school teaching.

## **The Childcare Setting**

### ***Risk Assessment Policy***

I will review the annual premises risk assessment to ensure that the premises is safe and maintained.

I will carry out risk assessments on a daily basis; Opening and Closing Checklist, daily room risk assessments including garden risk assessments, toy risk assessments, and Outings risk assessments as required.

### ***An individual risk***

Assessment may be required on your child if they have specific care requirements.

Please see the Health and Safety Policy which includes procedures for identifying, reporting and dealing with accidents and illnesses.

### ***Lone Working Policy***

This policy has been devised to ultimately protect myself and children attending the my setting.

Parents understand that during the day I will be left alone with the children.

To ensure that the children are not left in vulnerable situations the following guidelines should be followed:

Good communication should ensure that parents are aware of intended outings and whereabouts. If an unscheduled outing takes place I will always take a phone.

Children will not be put in vulnerable positions

I will be aware that the safety and wellbeing of the children is paramount and use initiative when attending to minor occurrences. Documenting any qualifying incidents fully as per guidelines set out in this booklet.

Creating partnerships on a two way communication basis between the child-minder and the parents/carers is a key element in ensuring all parties are happy and able to be involved in development of policies and ground rules for the service.

Children's achievements and positive suggestions rather than problem-centred discussions create a more positive and open dialogue between parents and the child-minder.

Methods that could be introduced do this are

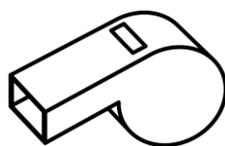
- Newsletters, which can be translated into other languages where appropriate
- Calendars
- Fliers
- Handbooks
- Face-to-face meetings with individual parents
- Website, diary comments box and possibly the introduction of a suggestion box.

It is also important to involve the children in my setting with the planning of routines and ground rules. Listening to young children is an integral part of understanding what they are feeling and what it is

they need from their early years' experience. It is key to providing environments in which all young children feel confident, safe and powerful thus ensuring they have the time and space to express themselves in whatever form suits them. This may be by using communication tools such as creating posters or using stickers on routine charts or perhaps helping with planning of their meals by picking from a pretend grocery store.

By gaining feedback I can ensure that the best possible service is being provided for parents and the local community.

## WHISTLEBLOWING POLICY



This policy applies to all employees and applies equally to those designated as casual, temporary, voluntary, or work experience students. As childcare provider's it is our individual responsibility to maintain the welfare of both the children and staff.

Currently I work as a lone Childminder so this policy applies to myself.

It is my duty to express any concerns or issues as soon as I notice anything that could raise concern. I expect all employees present and future both internal and external, to be professional at all times and hold the highest possible standards of the welfare and safety of every child as their paramount objective. I recognise the importance of creating an open and supportive environment where all staff feel empowered to raise concerns about any malpractice, misconduct, or dangerous behaviour without fear or reprisal.

### **What is whistleblowing?**

Whistleblowing is a term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. Whistleblowing encourages and enables staff to raise serious concerns within the nursery, rather than overlooking a problem or "blowing the whistle" outside. The setting is committed to the highest possible standards of openness, probity, and accountability. Making a disclosure in the public interest (whistleblowing) is essential for keeping children safe in the setting and to ensure good quality practice across the setting.

This policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, to promote good governance and accountability in the public interest. The act covers behaviour that amounts to.

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect
- Deliberate concealment of information about any of the above
- Breaches of nursery policies or procedures
- Any other behaviour that could harm the settings reputation or the well-being of children
- 

### Aim of the policy

- To encourage you to feel confident in raising concerns and to question and act upon concerns and practise

- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

I recognises that the decision to report a concern can sometimes be a difficult one to make. If what you are saying is true, then you should have nothing to be worried about as you will be doing your duty to your employer and those for whom you provide a service.

Fear of getting information incorrect or being disbelieved may lead to concerns being ignored and an issue not raised.

Any employee or volunteer who, acting in good faith, wishes to raise such concern should normally report the matter to their supervisor or manager immediately.

Concerns will be investigated and resolved as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the managers then Ofsted can be contacted by email- [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on **0300 123 1231**

**Don't think "what if im wrong?", think, "what if im right?!"**

I will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith, that you will not suffer any personal detriment because of raising any genuine concern about misconduct or malpractice within the setting.

This policy should be read in conjunction with safeguarding policy and complaints policy.

This policy will be reviewed annually or as needed to ensure its effectiveness and relevance. Updates will be communicated to all staff, volunteers and parents.

## ATTENDANCE POLICY



### ABSENT CHILD POLICY

Should your child be unable to attend the setting on their nominated day, we would ask that you give an explanation by phone, text, App or email. Children's attendance will be monitored closely.

If we do not have an explanation of absence, we will endeavour to contact you that day. If we fail to make contact within 48 hours by phone or mail, this may result in me contacting Children's Services. (This is in accordance with the Children's Act 2004.)

Nurseries and childminders are being asked, by local authorities, to ensure that they follow up on all child absences from the first day of absence. This is because there has been tragic cases of children not turning up at nursery because their parent has fallen ill or had a serious accident, with nobody realising for some time and the child is unable to help.

The aim of the procedure is solely to keep all concerned (child and parents) safe.

This policy reflects the vision and aims of this nursery by:

- Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to the setting attendance.

## **PRINCIPLES**

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late and research has shown the negative effect of absence.

Children should be at the setting on booked days, every day the setting is open, unless the reason for the absence is unavoidable. Children should arrive at the setting no later than 09.00 am for morning sessions or 1.00pm for afternoon registration. Notes are recorded on the register as to the reason for the late arrival. If a child is reluctant to attend the setting, communication between parent and nursery is encouraged.

It is never better to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Every half-day absence must be classified by the setting (not by the parents/carers). Therefore, information about the cause of each absence is always required by the Setting.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgement a setting is given. Parents/carers are expected to contact the setting at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the setting may refer the child to the Children Services.

It is the parents' / carers' responsibility to contact the setting either by telephone or in writing via email or the family app whenever the child is absent.

This must be on the first day of absence by 9.30am and subsequently daily.

## **SAFER RECRUITMENT POLICY**

Safer Recruitment Policy

### **Introduction**

At Flying high Childcare I aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

I am committed to providing the best possible care to the children, and to safeguard and promote welfare of young children. The setting is also committed to providing a supportive working environment for all its members of staff and volunteers. The setting recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. I follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff and volunteers, students and agency staff to share this commitment.

### **Recruitment Procedure**

All prospective candidates will be asked to apply form containing questions about their previous employment and academic history along with their curriculum vitae.

Applicants will then be contacted either by email, letter or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates that are invited along to an interview and asked to bring with them:

- Either current driving licence, passport or full birth certificate
- A utility bill or statement, showing name and address within 3 months
- Documentation showing their national insurance number (NI card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form.
- Eligibility to work in the UK
- Their criminal history (disclosing anything that will show up on a DBS)

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

Where possible, references will be checked before the interviewing stage.

During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Successful candidates will receive a letter stating of 2 satisfactory written references and an enhanced DBS check.

### **Enhanced DBS checks**

In accordance with the recommendations of the DFEs in “safeguarding children; safer recruitment and selection in education settings” the nursery carried out several -pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBs). The nursery will cover the cost of the first check. The nursery will always request an enhanced disclosure as described below:

- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The nurseries policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- Not retain disclosure information or any associated correspondence for longer than necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.

Once the member of staff has received their DBS certificate, they will be permitted to sign up to the update service which is £13 annually for the manager/s to regularly monitor any changes to the DBS that may not have been disclosed by the person in question, this is to ensure that all staff are fit and safe to work with children at all times. Guidance on how to do this can be found in the office on the safeguarding board.

## Intimate Care and Toileting Policy



At Flying High Childcare I believe that intimate care is not only necessary but should be a positive experience for children. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and understanding. Self-care is an important part of a child's development, and each room must look at their children's age and stage in development. I believe that all children are individuals, and this should also be considered when I look at the level of care they require. I believe that children's intimate care needs should not be separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care shouldn't be part of a general approach towards facilitating participation in daily life. I aim to:

- safeguard the rights and promote the welfare of children and staff
- provide guidance and reassurance to staff whose role includes intimate care
- assure parents that staff are knowledgeable about personal care and that their individual concerns are considered.

Definition of Intimate Care: 'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body' Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care: 'Although it may involve touching another person, it is less intimate and usually has the function of helping with personnel presentation' Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

At Flying high I aim to review our Intimate Care and Toileting Policy annually or when it may need amending due to a change in legislation or guidelines. I ask parents to read all my policies and procedures and sign that they have read and understood and agree to adhere to them. these guidelines safeguard children and practitioners. Make the Intimate care and toileting policy available to read on my website, an individual copy to parents if requested.

I understand that all children are individuals and any additional barriers they may face, with regards to cultural backgrounds, English as an additional language or disability will be treated with respect and dignity for that individual.

Toilet Training: Starting at an early year's setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- be fully toilet trained
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or vice versa
- may be nearly there but needs some reminders and encouragement

- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

Key persons (myself) work closely with their key children and parents to ensure consistency of care, with regards to toilet training. Effective communication between staff, parents and children is an important part of ensuring the individual children's needs are being met.

Safeguarding: I recognise that abuse of children has and can still happen. Therefore, we are not only alert to this but also consider how we can prevent staff from having allegations made against them. Intimate care may involve touching the private parts of the child body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk, but this vulnerability places an important responsibility to act in accordance with procedures. The normal process of changing a nappy or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process however I ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.

- ensure unqualified and less experienced staff are never left alone with children.
- ensure all staff are aware of the recording requirements if changing nappies and/or toileting.
- ensure staff are following setting procedures/guideline for intimate care.
- I ensure all staff are up to date with their safeguarding training.
- We ensure staff are familiar with the settings safeguarding policy including the section on allegations against staff.
- Staff record every nappy change, toileting procedure and change of clothes on Tapestry, this includes if a child is changed due to wet play etc
- Parents are told about any accidents and nappy changes at the end of their child's session.
- all staff members inform other staff members if they going to change a nappy or toileting a child. This keeps staff to child ratio correct.
- If a staff member has concerns about a colleague's intimate care practice, they would report this to the DSL or DDSL Health and Safety: We have procedures in place for dealing with nappy changing and toileting of children. This includes:
  - staff to wear fresh disposable aprons and gloves while changing a child
  - soiled nappies/pull ups securely wrapped and disposed of appropriately
  - changing area/ toilet to be left clean
  - warm water and soap available to wash hands as soon as changing is done
  - paper towels to be available to dry hands.

Useful resources and websites:  
Safeguarding Children Policy Allegations Against a Member of Staff Safe Working Practice guidance Code of conduct guidance Working Together to Safeguard Children 2023 Available to download from [www.education.gov.uk](http://www.education.gov.uk)

Conciliation and Arbitration Service (ACAS) [www.acas.org.uk](http://www.acas.org.uk) NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)