



# **POLICIES AND PARENT INFORMATION**

## **JULIE REES - CHILDMINDER**

This document contains Julie's contact details and the procedures and policies she follows within her childminding practice.

# JULIE REES - CHILDMINDER

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## ABOUT JULIE

Julie is an Ofsted registered childminder who works from her home in Laughton Common, Sheffield, South Yorkshire.

## JULIE'S CONTACT DETAILS

### TELEPHONE

**Home: 01909 561824.**

**Mobile: 07706092614.**

### EMAIL

**julie@julierees.co.uk.**

## VISIT HER ONLINE

### WEBSITE

For full details of her service and information about Julie, her family and the service she provides - visit her website:

**[www.julierees.co.uk](http://www.julierees.co.uk)**

### FACEBOOK

Visit her Facebook page for frequent updates:

**[www.facebook.com/JulieReesChildminder](http://www.facebook.com/JulieReesChildminder)**

### QR CODE

Scan her details straight into your smartphone.

If you have a QR code / bar-code scanner app on your phone point it at the QR code image below and you can add my contact details straight into your phone.



**CONFIDENTIAL**

## **WORKING WITH PARENTS AND CONFIDENTIALITY POLICY**

In order for me to offer a child the best possible care, it is important I work in partnership with parents, and where appropriate, other settings and agencies to achieve this. I am happy to discuss any aspects of a child's care, at any time that is convenient for all parties, either in person or via telephone or email.

All information on children and their families is stored securely and treated confidentially. I keep records of parents and other emergency contacts, signed contracts and consent forms, details of children's individual needs, observations and learning journeys. I check that the information is up to date when contracts are reviewed and expect parents to inform me if any details change in the meantime. Information will only be shared if parents give permission or there appears to be a child protection issue. Information is provided to Ofsted if required as part of an inspection or other investigation.

I expect parents to inform me of any changes in a child's home circumstances, care arrangements, who will drop off or collect the child or any other change which may affect the child's behaviour, including a new baby, parent's separation/divorce, new partner or bereavement.

I expect parents to keep private and confidential any sensitive information they may accidentally learn about my family, setting or other children and their families, unless there is a child protection issue.

I keep parents informed about activities and share information about the children verbally at drop off and collection times and by sending home learning journeys once a term. Daily diaries will be completed if a parent requires them. I am available outside of my usual working hours for meetings with parents as needed.

I welcome parent's feedback on my service and send out annual service questionnaires. I ask parents to keep me informed about the children's needs, interests and achievements at home to enable me to incorporate this into the care and activities I provide.

I will notify parents in advance, when I am to be inspected by Ofsted so that they can contribute their views. I will provide parents with a copy of the inspection report within five days of receiving the report.



## B E H A V I O U R P O L I C Y

I aim to provide a quality childcare service for parents and children, and make all adults and children feel welcome in my home. I believe that children react and grow with positive encouragement. I aim to set the children a good example and always praise wanted behaviour, positive attitude and helpfulness. I set clear, age-appropriate boundaries. I encourage responsibility by talking to children about the consequences of their behaviour and helping them to manage their feelings, share and resolve their differences.

I provide a happy, safe environment for children, and encourage them to develop social skills.

I do not use physical punishments and will only use physical intervention to prevent a child:

- Injuring themselves
- Injuring another individual
- Damaging property

I will issue a written record of any significant incidents to the parents of all children involved.

I will agree methods to manage a child's behaviour with parents before a placement starts.

I ask that parents inform me of any changes in a child's circumstances that may affect their behaviour including new baby, parent's separation/divorce, new partner or bereavement. This information will remain confidential unless there appears to be a child protection issue.

I work with parents to ensure that their child receives consistency of care. I make myself available to discuss a child's care with parents and resolve any issues/concerns.

If a child shows unwanted behaviour I will explain why the behaviour is unwanted, remove them from the situation and provide another activity.



## I N C L U S I O N   P O L I C Y

I aim to include all children and families at my setting. I provide a range of challenging and enjoyable activities for each child to develop to their full potential, taking into account age and stage of development, gender, ethnicity, religion, language and ability.

I work with parents and other professional agencies to ensure the individual needs of all the children in my care are met. I will attend additional training and make reasonable adjustments to my service to help me support children with special educational needs and /or disabilities.

Children are given equal access to toys, equipment and activities that are appropriate to their age and stage of development.

Children are not discriminated against in any way. I challenge discriminatory remarks or behaviour and explain why this is inappropriate and unacceptable.

I provide books, toys and resources that reflect positive images and examples of the diversity of life in our society and discuss different religious and cultural festivals with the children.

I try to make children feel included, valued and respected. I encourage the children to respect each other by celebrating the differences that make us all unique.

I will promote the British Values of democracy, rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs through my delivery of the EYFS.

# LEARNING AND DEVELOPMENT POLICY

The Early Years Foundation Stage outlines the welfare and the learning and development requirements for children from birth until the 31st August following their fifth birthday. I aim to provide activities that cover the three prime areas of learning and development:

- Communication and language.
- Physical development.
- Personal, social and emotional development.

And the four specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

A progress check will be completed at age two, highlighting achievements and any areas where a child needs additional support and how I will address this.

I find out about children's individual needs and interests through observation and discussions with their family/other settings if appropriate. This enables me to plan for and provide experiences to help each child progress towards the Early Learning Goals. Where a child also attends another setting, I will provide activities that complement the child's learning there.

I complete learning folders for children showing the child's learning with photographs (where written parental permission has been given) and examples of the child's work. These are sent home at least once per term for the children to share with their families. The learning folders are given to children to keep when they reach the end of the Early Years Foundation Stage (or stop using my service).



## FOOD AND DRINK POLICY

As part of my commitment to children's health and development I provide healthy, balanced and nutritious meals, snacks and drinks in accordance with the children's dietary requirements. To comply with food allergen regulations, information is recorded about children's allergies and intolerances. A weekly menu is displayed in the entrance to my home and this details allergen information about the meals and snacks provided. Most cooked meals are home-made.

If parents wish to provide meals and/or snacks for the children I ensure they are stored appropriately.

I will provide clean age-appropriate eating and drinking utensils in accordance with children's cultural requirements.

Children are offered drinks of water or milk. Fresh drinking water is always available. At breakfast, children are offered buttered toast and a choice of cereals (I do not purchase sugar or chocolate coated cereals). I provide a packed lunch style meal at lunch-time and a cooked meal at tea-time (if required). Healthy snacks including fruit, vegetable sticks, yoghurt, breadsticks and rice cakes are offered.

I hold a Level 2 Award in Food Safety in Catering (renewed every three years) and am aware of my responsibilities under food hygiene legislation. My kitchen is registered with the Local Authority Environmental Health Department and has been inspected by them.

Babies are changed away from the kitchen.

Laundry is never carried out during times of food preparation.

If there is an outbreak of food poisoning affecting children in my care I would notify Ofsted (Tel: 0300 123 1231) at the earliest opportunity, but definitely within 14 days of the incident. Receipts will be kept for all food purchases, so that if there is an outbreak of food poisoning I can trace the outlet where the food is purchased.



# SAFEGUARDING POLICY

*My first priority is to the children in my care.*

I attend child protection/safeguarding courses regularly to keep up-to-date with current legislation and information. I access the Local Safeguarding Children's Board procedures online at [www.rscb.org.uk](http://www.rscb.org.uk).

Children will only be released from my care to their parent or other authorised people detailed on the child's records.

If a child arrives with visible injuries, I will make a record and ask parents to sign it.

Ofsted and the local authority will be notified within 14 days of any allegations concerning the abuse/neglect of a child whilst in my care, and their instructions followed.

I have a duty of care to report any suspicions I have regarding the abuse/neglect of a child or any disclosures made to me by a child to the local authority and Ofsted. Unless I believe it would put a child at risk of further harm, I would discuss concerns with a parent first. These concerns will be reported by a telephone call and followed up in writing within 48 hours. Any reports will be as detailed as possible, including:

- Name, age and date of birth of child
- Parents/carers names, address and telephone numbers
- The current location of the child and parents/carer. (If the child is with me, when they are due to leave).
- Ethnic origin/special needs
- The reason for the report including injuries, discussions with the child/other witnesses (including dates, times, locations), any actions taken and who has been contacted
- Any immediate/impending danger to the child.

It is not my responsibility to investigate any allegations myself.

Child protection concerns are treated confidentially and information is only shared with people that need to know.

## Multi Agency Safeguarding Hub

1st Floor, Wing A  
Riverside House  
Main Street  
Rotherham  
S60 1AE

Tel: 01709 336080

## Ofsted

Piccadilly House  
Store Street  
Manchester  
M1 2WD

Tel: 0300 123 1231





## **M o b i l e   p h o n e s   a n d   c a m e r a s**

To enable me to be in contact with parents at all times I carry a mobile telephone and ensure it is charged.

In order to record children's development and activities, photos will be taken, either on my phone or camera, of the children engaged in activities to add to their learning journeys or be texted to parents. Photos will only be taken if written parental consent has been given. Learning journeys are given to parents to keep when a child reaches the end of the Early Years Foundation Stage or leaves the setting. Photos of a child will be deleted from the camera or my phone when they have been added to Learning Journeys or forwarded to parents. Photographs will only be used on my website or Facebook page where written permission has been given by parents.

I am registered with the Information Commissioners Office and have completed an online course regarding the Data Protection Act.

It is my policy to not allow parents or other visitors to the setting to use phones or cameras when on the premises.

If children bring mobile phones or games consoles to the setting I will remind them not to take photos and ensure that they only play age-appropriate games/access age-appropriate content.

### **Visitors**

Any visitors to the setting during my working hours will be required to sign in and out. If a visitor is not known to me personally, I request proof of identity from them. Visitors to the premises during my working hours are usually related to my childminding practice. Children will not be left unsupervised with visitors and visitors are reminded that they are not to photograph the children. If an allegation was made against a visitor to my premises, I would notify Ofsted as soon as possible, and definitely within 14 days and follow their instructions.

### **Prevent Duty**

I am aware that I must have due regard to prevent people being drawn into terrorism. This is referred to in the Prevent Duty. I am also aware of the signs and indicators of extremism or radicalisation. If I had any concerns I would contact the local authority (01709 336080). I am aware of the Department for Education telephone helpline (0207 340 7254) to raise concerns directly.



## **MEDICINES POLICY**

I will only administer medicines to children if I have received written parental permission. Parents will be informed of the time and dosage of any medicines given and will be asked to sign to confirm I have informed them.

Medicines will be stored in a locked cupboard, in their original packaging and according to the product instructions.

If a child in my care has long term medical needs I will ensure that I have sufficient information about their individual condition and work in partnership with parents and other health professionals to manage the child's health needs.

If I am prescribed medication, I will confirm with my Doctor that it will not affect my ability to care for the children.



## I L L N E S S P O L I C Y

My policy is to keep children safe, promote good health and take the necessary steps to prevent the spread of infection in my setting.

### **Sickness**

If a child becomes ill whilst in my care or I believe they have an infectious disease I will call parents to collect the child immediately. Children will be allowed to return to the setting when they have been free of symptoms for 48 hours, or in accordance with Health Authority guidelines. As agreed in the contracts with parents, the full fee is payable if a child is ill.

If a child in my care is diagnosed with an infectious illness, I will inform the parents of the other children, whilst maintaining confidentiality.

If I or a member of my household is unwell or has a confirmed infectious illness, I will notify parents as soon as possible. As I will be unable to offer my childminding service no fees will be payable while I am closed.

### **Hygiene**

I promote good hand-washing before eating/handling food and after using the toilet.

I ensure that a supply of tissues and disposable wipes are available.

I wear disposable gloves for changing nappies and cleaning up bodily fluids. These are discarded after use.



## **ACCIDENT AND EMERGENCY POLICY**

My policy is to keep children safe and supervised at all times. My premises have been checked by an Ofsted Inspector. I have conducted a risk assessment of my home and also for any outings we go on. Evacuation drills are practiced with the children.

I have a valid First Aid Certificate (renewed every three years) and keep a stocked First Aid kit in my car and home. Parent's contact numbers are stored with the First Aid kits. I obtain written permission from parents to administer First Aid and seek emergency treatment.

### **Accident Procedure**

If there is an accident, I will reassure the injured child and make sure that the other children are safe. If I am able I will deal with the accident. If not, I will call 999 and follow their instructions.

If the child needs to go to hospital, I will take the other children with me. I will contact the injured child's parents to inform them. I will then call the other children's parents and arrange for them to be collected. I will do my best to make sure the children are safe, reassured and calm.

If a child has an accident or injures themselves while in my care, I will record the details in my accident book. I will provide the child's parent with a copy and ask them to sign to say they have received it.

If the accident is significant I will inform Ofsted (Tel: 0300 123 1231), the Local Authority (Tel: 01709 336080) and my insurance company, within 14 days of the accident.

### **Emergency Evacuation Procedure**

In the event of a fire or other emergency that requires the premises to be evacuated, all children will be told calmly that we need to leave the premises quickly. The main exit from the premises is the front door, and if it is safe to do so, we will leave this way. Babies and smaller children will be carried outside. If the front exit is blocked, we will go onto the back garden through the patio doors and leave the premises through the garage. We will assemble at the small car park to the left of the property. The emergency services will then be called. I will then call parents/emergency contacts to collect the children. Evacuation drills are practiced regularly.

The premises will only be re-entered when I have been advised by the professionals that it is safe to do so.



## O U T I N G S P O L I C Y

***My policy - keep the children safe whilst on outings.***

To ensure this:

- Children are supervised at all times.
- The ratio of adults to children will be as stated in the EYFS statutory framework.
- Trial runs to assess suitability are completed for each outing.
- Written parental permission is obtained for regular local outings and specific written permission for longer outings.
- I take parents contact numbers, a fully charged mobile phone and first aid kit with me on outings.
- My car has up-to-date business insurance, MOT and road tax and a first-aid-kit inside it at all times.
- Children travel in age-appropriate car seats.



## L O S T   C H I L D   P O L I C Y

I closely supervise children on site and when we are away from the childminding premises. Trial runs are carried out for each outing to assess suitability.

Children are reminded that we all stay together. Pushchairs and wrist straps are used for smaller children. I teach the children about safety when we are out and about and tell them what to do if they become lost, according to their age and stage of development, for example, stay where they are or meet at a specified place.

If children were to get lost, I would search the immediate area and check the arranged meeting point. I would ensure that other children in my care are together and with me. If the child could not be found I would contact the police. I would notify the staff of the place we were visiting. I would contact the child's parents and Ofsted (Tel: 0300 123 1231). Other children would be kept with me and reassured.

# U N C O L L E C T E D   C H I L D   P O L I C Y

It is my policy to provide care for children during the contracted hours. I expect parents to contact me if they are running late.

Children can only be collected by the people who are listed on the child's records.

If a child is not collected within 30 minutes of the agreed collection time without explanation, I will try calling the child's parents. I will then try the emergency contacts. If I am unable to obtain a response after 60 minutes from the agreed collection time, I have a duty to contact the Local Authority Duty Social Worker (Tel: 01709 336080) and follow their instructions.

I reserve the right to charge an additional fee for late collections.





## S M O K I N G P O L I C Y

It is my policy to ensure that children are in a smoke-free environment whilst in my care.

I will ensure that no-one smokes in my home or gardens when children in my care are present or about to be present.



## **ALCOHOL AND OTHER SUBSTANCES POLICY**

It is my policy to keep children safe when they are in my care.

I ensure that I am not under the influence of alcohol or any other substance that may affect my ability to care for the children.

If I am prescribed medication, I will confirm with the Doctor that it will not affect my ability to care for the children.

***Alcohol and medicines are kept in a locked cupboard.***



## CONCERNS AND COMPLAINTS POLICY

I aim to work in partnership with all parents to meet the individual needs of their children and provide a quality childcare service. I expect parents to inform me immediately if there is any aspect of my service that they are not happy with so I can work with them to resolve this. Parents can make a complaint to me, either verbally or in writing.

It is a condition of my registration to investigate all written complaints relating to the Early Years Foundation Stage and notify the complainant of the outcome within 28 days of the receipt of the complaint. Ofsted will also be notified at the earliest opportunity that a written complaint has been made.

Written copies of all complaints and the subsequent investigations will be kept for at least three years. I will maintain confidentiality, but as required I will provide Ofsted with the details of the complaints and outcomes.

If the complaint cannot be resolved or a parent does not wish to discuss it with me, I will provide Ofsted's details:

**Ofsted**  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 123 1231

**P A R E N T / G U A R D I A N S I G N A T U R E**

I have read and understand all the policies set out in this document.

**PARENT / GUARDIAN OF (CHILD'S NAME)**

**PARENT / GUARDIAN'S NAME**

**PARENT / GUARDIAN'S SIGNATURE**

**JULIE ALLISON'S SIGNATURE**

**DATE**

# DOCUMENT REVISION AND UPDATE HISTORY

This document will be fully reviewed annually but can be amended at any time.

Where amendments are made, I will inform parents that they can access the amended document on my website or provide them with a paper copy if this is preferred.

VERSION	DATE	AUTHOR	NOTE
2.0	2nd August 2012	J Allison	New edition of policy document
3.0	26th November 2012	J. Allison	
4.0	4th February 2014 10 <sup>th</sup> February 2014	J.Allison R. Allison	Reviewed late due to maternity leave Proofed and applied new template.
5.0	5 <sup>th</sup> August 2014	J. Allison	Reviewed and updated to comply with new EYFS framework
6.0	27 <sup>th</sup> November 2014	J. Allison	Reviewed and updated to include food allergy information.
7.0	30 <sup>th</sup> July 2015	J. Allison	Reviewed and updated to include changed name of department for safeguarding referrals.
8.0	23 <sup>rd</sup> February 2016	J Allison	Safeguarding and Inclusion policies updated

Thank you for taking the time to review this document.



Visit me online at:

[www.julierees.co.uk](http://www.julierees.co.uk)

[www.facebook.com/JulieReesChildminder](https://www.facebook.com/JulieReesChildminder)