

POLICIES AND PROCEDURES

OFSTED NO EY426845



POLICIES AND PROCEDURES

Admissions Policy

Contact details:

Agnieszka Opolska – childminder

Address: 147 Nuffield road, CV67HU

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Email: wildgarden.childminding@gmail.com

Opening Hours are 8:00 – 18:00

Little Heroes Childminding Service operates during school terms. We may also open during half-term breaks if there is sufficient interest from parents.

The numbers and ages of children admitted to Little Heroes Childminding Service comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff-to-child ratios and the facilities available.

We take the following matters into account when prioritizing and deciding on admissions:

- Availability of places, taking into account the staff-to-child ratios, the age of the child, and any registration requirements.
- Children who have siblings who are already with us.
- When the application is received (extra weight is given to those who have been on the waiting list the longest).
- Little Heroes’ ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability.
- Any extenuating circumstances affecting the child’s welfare or the welfare of his/her family.
- Looked after children and children with Special Educational Needs.

The current adult-to-child ratios for childminders in England are set out in the Early Years Foundation Stage (EYFS) statutory framework. Here are the key ratios when working alone or with assistants:

Childminders Working Alone:

- Maximum of 6 children under the age of 8.
- Of these 6 children, no more than 3 may be young children (children who are not yet in full-time school, typically under 5 years old).
- Only 1 child may be under 1 year old.

Childminders Working with One Assistant:

- Maximum of 12 children under the age of 8. No more than 6 young children.
- Of these 6, no more than 2 may be under 1 year old.

Childminders Working with Two Assistants:

- Maximum of 18 children under the age of 8. No more than 9 young children.
- Of these 9, no more than 3 may be under 1 year old.

Childminders Working with Three Assistants:

- Maximum of 24 children under the age of 8. No more than 12 young children.
- Of these 12, no more than 3 may be under 1 year old.

I already drop off/collect children from Good Shepard Nursery and therefore am unable to collect children from any other school.

I am happy to take one child with special needs providing I feel I can provide them with the care they need. (For example, I will not be able to provide one to one care or look after a child in a wheelchair, as my home is not suitable) If your child has additional needs, please discuss them with me first as I would not want to raise your expectations.

Funded places:

We offer funded places for 9 months onwards and two-year-olds and universal entitlement and extended entitlement for three- and four-year-olds for early education. Our funded hours are subject to availability. A fully funded child’s place will be free. Little Heroes Childminding Service operates in two sessions: 9:00 - 12:00 and 12:00 - 15:00.

Information for Parents and Carers of Children in Receipt of Early Education Funding for 2-, 3- or 4-year-olds

Early Education Targeted Funding for 2-year-olds (up to 15 hours per week)

Some 2-year-olds are eligible to receive up to 15 hours per week of funded early education, up to a maximum of 570 hours per year. Eligible children can access this funding from the term (September, January or April) after their 2nd Birthday. Not all families will be eligible for 2-year funding. Parents can check eligibility and apply for a place by visiting the website below.

<https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2>

If the application is approved, you will need to

- Provide me with the code you have been given (usually starting in TYF)
- Complete an Early Years Parent Funding Agreement so that I can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.

**Please note, once a child has been approved to receive 2-year funding, they remain eligible until their universal funding entitlement for 3- and 4-year-olds begin, even if parental circumstances change.*

Early Education Expanded entitlement for 9 months - 2-year-olds of working families

Some 9 months - 2-year-olds may be eligible to receive 15 hours per week of early education funding. Parents can check eligibility and apply for a place by visiting the website below.

<https://www.gov.uk/apply-free-childcare-if-youre-working>

Once an application has been approved it must be renewed every 3 months as prompted by HMRC. Parents are notified that they must re-confirm by email or text message. If a child's eligibility is not reconfirmed, they will fall into a grace period. A child cannot take up a place with a new childcare provider whilst they are in this grace period.

If the application is approved, you will need to

- Provide me with the code you have been given
- Complete an Early Years Parent Funding Agreement so that I can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.
- Re-confirm your code every 3 months as prompted by HMRC

**Please note, where a parent applies for an extended hours code after 31 March, 31 August or 31 December, the code will not be valid for use until the start of the following term. E.g. Parent applies for a code between 1st January and 31st March, the code cannot be used until after 1st April. Code applied for between 1st April and 31st August, the code cannot be used until September and a code applied for between 1st September and 31st December cannot be used until after January 1st.*

Early Education Expanded entitlement for 2-year-olds of working families

Some 2-year-olds may be eligible to receive 15 hours per week of early education funding. Parents can check eligibility and apply for a place by visiting the website below.

<https://www.gov.uk/apply-free-childcare-if-youre-working>

Once an application has been approved it must be renewed every 3 months as prompted by HMRC. Parents are notified that they must re-confirm by email or text message. If a child's eligibility is not reconfirmed, they will fall into a grace period. A child cannot take up a place with a new childcare provider whilst they are in this grace period.

If the application is approved, you will need to

- Provide me with the code you have been given
- Complete an Early Years Parent Funding Agreement so that I can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.
- Re-confirm your code every 3 months as prompted by HMRC

**Please note, where a parent applies for an extended hours code after 31 March, 31 August or 31 December, the code will not be valid for use until the start of the following term. E.g. Parent applies for a code between 1st January and 31st March, the code cannot be used until after 1st April. Code applied for between 1st April and 31st August, the code cannot be used until September and a code applied for between 1st September and 31st December cannot be used until after January 1st.*

Early Education Universal Funding for 3&4-year-olds (up to 15 hours per week)

All 3-year-olds are eligible to receive up to 15 hours per week of funded early education, up to a maximum of 570 hours per year. This funding can be accessed from the start of the term (September, January or April) after their 3rd Birthday.

Parents do not need to apply for a code to access this funding but will need to

- Complete an Early Years Parent Funding Agreement so that I can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.

Early Education Extended Hours Funding for 3&4-year-olds (an additional 15 hours per week)

WildGarden Childcare
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Charges for Meals, Snacks, and Consumables

- Little Heroes provides snacks, water, and milk during morning snack time at no additional charge.
- Little Heroes does not charge for lunch meals, as children are expected to bring their own lunch boxes. If a child does not bring a lunch box, parents are requested to pay £5 for the warm meal provided by Little Heroes.
- Parents are responsible for supplying consumables such as nappies and wipes.

My policy for parents who are unable or unwilling to opt into these additional costs is as follows:

If parents choose not to opt into additional costs, they will be responsible for providing their child's meals, snacks, and covering or arranging alternatives for trips and outings. Parents must notify me in advance if they opt out, and they will be required to make suitable arrangements for their child's care during any planned activities.

Funded weeks

Early education funding is paid to the provider based on a maximum number of funded hours in each term.

	Summer 2024	Autumn 2024	Spring 2025	Annual Total
Term time weeks	12	14	12	
Stretched weeks	22	17	13	
Maximum number of funded hours in each term				
2-year-old (15 hrs) Targeted and Expanded	180	210	180	570
3 & 4 Universal Entitlement (15hrs)	180	210	180	570
Combined universal & extended hours (30 hrs)	360	420	360	1140

This table will need to be updated annually, in line with the funded weeks payment schedule.

https://www.coventry.gov.uk/downloads/download/3508/early_education_funding_for_2_3_and_4_year_olds

Where a parent is accessing a **stretched model** of funding which leaves 'floating' hours across the term/year **and** where I then claim the child's full entitlement from the local authority. I will negotiate with you, the parent, how any 'floating' hours will be used.
For example, 570 hours ÷ 51 weeks = 11 hours EEF per week with 9 remaining. This would entitle the child to an additional session/s across the term/year.

The Local Authorities Headcount Dates

All funded 3- and 4-year-olds and expanded funded 9 months - 2-year-olds must be in attendance at my setting by the termly headcount date in order for me to claim funding from the council for your child. There are some exceptions to this rule, for example where a child arrives in the country after the headcount date.

Children accessing two-year-old targeted funding, may take up a place a few weeks after the headcount date but before the Early Years Portal task closes.

I will inform you of these dates at the time of booking, or as required.

Policy for Early Departure Before Headcount Day

If your child leaves my setting at any point after the termly headcount date, a 4-week notice period is required to terminate the contract. If the child leaves before the headcount date, I, as a childcare provider, am unable to secure funding for their care. Consequently, the parent will be responsible for covering the childcare costs privately until the contract is officially terminated.

Where a child is Looked After by the Local Authority, funding will automatically follow the child, to another setting.

paternity or adoption leave, or you're unable to work because you have a disability or have caring responsibilities, you could still be eligible.

If either you, or your partner, expect to earn £100,000 or more, you can't get Tax-Free Childcare. You can't use Tax-Free Childcare at the same time as childcare vouchers, Universal Credit or tax credits. You **can** use Tax-free Childcare in conjunction with the 15 hours and 30 hours Early Education Funding. Just like Extended Hours Funding, your eligibility for Tax-Free childcare must be re-confirmed every 3 months.

To find out more go to <https://www.gov.uk/apply-for-tax-free-childcare>

Early Years Pupil Premium

All early years' providers who deliver government funded early education places can claim Early Years Pupil Premium (EYPP) for the universal offer (15 hours). Children aged two, three and four will be eligible if the parent or carer is in receipt of one or more specifically named benefits. See the link below for more details.

<https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/6>

Where parents or carers are found to be eligible, this provides an extra £302 per year to your child's childcare provider to fund valuable support such as, extra training or resources to help raise the quality of your child's early education.

Please ensure that the EYPP section of the Early Years Parent Funding Agreement is completed to ensure I can claim this funding if your child is eligible. Please notify me if your financial circumstances change.

Parents are also, sometimes unaware that if they do not complete this section of the Early Years Parent Funding Agreement and are eligible, they may miss out on specific government funding directly into their household, such as the Household Support Voucher Scheme.

Disability Access Funding

Disability Access Funding (DAF) is additional funding that is paid directly to your child's Early Year's Childcare Providers (including school Nursery Classes). It aims to support children with Special Educational Needs and Disabilities (SEND), who are aged 2, 3 or 4 and in receipt of universal hours funding. The funding aims to facilitate childcare providers to

- make reasonable adjustments to support children with SEND
- access specialist training
- purchasing specific resources to support your child
- fund additional sessions etc.

In order to be eligible, your child must be in receipt of Disability Living Allowance (DLA)

To find out more go to: <https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/10>

Parents/carers will be given a copy of the fully completed Early Years Parent Funding Agreement to confirm how the funding is being delivered. **It will be emailed version.**

Registration fee

No registration fee is charged.

Funded sessions can be accessed during these times, providing up to 30 hours of free childcare per week for eligible children aged 2-4 years old. If you choose to use more than the funded hours, any additional hours will be charged at the childminding rate agreed upon in the contract.

Complaints Policy

As a registered childminder I aim to work in close partnership with all parents to meet the needs of their children. Maintaining good communication between both parties will aid this. I expect that parents will immediately bring to my attention any aspect of my service they are not happy with so that every effort can be made to resolve the matter. Parents can make a complaint to me verbally, or in writing.

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

I display Ofsted's poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

Procedure:

If I do receive a formal written complaint, I will inform Ofsted within 14 days that a complaint has been made. I will investigate all complaints and notify the complainant of the outcomes of the investigation within 28 days. I will keep a written record of all complaints and their outcome for at least three years. Confidentiality will be maintained but, as required, I will provide Ofsted, on request, with a written record of all complaints within a specified period and the action taken as a result of each complaint.

I will record the following information:

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

Health and Safety Policy

Health and Safety

It is my policy to promote and ensure the good health and safety of children in my care in line with the requirements laid out in the EYFS Framework, by the Health and Safety Executive and any Department for Education guidance.

Procedure

Safety and suitability of premises, environment and equipment

I operate an arrival and departure routine

In my setting, the arrival and departure area is located at the door or in the corridor of my house. Parents drop off and collect their children from this designated space, ensuring a smooth transition while maintaining a safe and organised routine.

Parents are welcome to discuss any aspects of health and safety. The best way to contact me is via WhatsApp text message, and we can arrange a suitable time to meet at my house, where we can discuss everything in a calm and comfortable space.

In order to ensure children's safety in my setting, I have a range of safety equipment, including fire detectors, which are tested regularly, a fire blanket, and stair gates. We also conduct regular fire drills to ensure everyone is familiar with the procedure in case of an emergency. All safety equipment is routinely checked to ensure it is in good condition.

I have a plan of my setting at my entrance and fire exits are clearly marked on this. I have a plan of my setting displayed in the corridor at the entrance, with fire exits clearly marked. Parents can view it there at any time.

My premises are secure to ensure children's safety and prevent intruders and I have a procedure for checking the identity of essential visitors e.g. Ofsted Inspectors.

I will ensure that I take all reasonable steps to ensure any staff and children in my care are not exposed to risks and I will demonstrate how I manage risk.

My risk assessments identify aspects of the environment that need to be checked regularly, specifying when and

by whom these checks will be carried out, as well as how risks will be minimised or removed. I conduct daily risk assessments for both indoor and outdoor areas, have a written risk assessment in place, and follow a Risk Assessment Policy.

All equipment used in my childminding business is regularly checked for damage and wear and tear and replaced when necessary, for example high chairs, buggies, cots.

My car is regularly serviced has an up to date MOT and is insured for business use. [

All car seats are checked regularly and used correctly in accordance with the government rules www.gov.uk/child-car-seats-the-rules. Children will be measured to ensure the car seat is of the correct dimensions for them.

All gardening equipment is locked in the shed, and dangerous plants have been removed.

I hold a current paediatric first aid certificate.

I follow safer sleeping practices informed by NHS guidance including ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government safety guidance. I frequently check on sleeping children. I discuss sleeping arrangements with parents and make risk assessments according to the child’s individual needs. In my setting children sleep.

Health

I encourage children to learn about good hygiene by promoting regular hand washing and not to touch mouth, eyes and nose where possible. I have a hand washing procedure where children will be supported to wash their hands for 20 seconds at the setting, after coughing or sneezing, before eating or any individual food preparation, after touching any pets, after using the toilet

I promote good oral health by supporting children’s understanding of proper tooth brushing techniques and the importance of maintaining healthy teeth. We regularly educate children about a balanced diet, the impact of sugar consumption, and its consequences on oral health. In our setting, we practise supervised tooth brushing and work closely with parents to reinforce the importance of good oral hygiene, including using fluoride toothpaste and visiting the dentist regularly.

Bins will be regularly emptied and cleaned.

I will ensure good ventilation by opening windows.

When providing meals and snacks children are encouraged to make healthy choices and the benefits of an active lifestyle are promoted, e.g. access to outdoor play daily. I am aware of the Chief Medical Officer’s guidance on physical activity.

Children will be always within sight and hearing while eating.
Regular disinfecting of all surfaces (work tops, door handles etc.) takes place following the Government guidance.

Baby changing mats are cleaned and sanitised after each use.

I have registered with my local environmental health department, and ensure correct storage, hygiene of food preparation areas and preparation of food procedures are carried out.

I use the safer food, better business for childminders pack

All areas accessible to children, including toys, play mats and equipment are regularly cleaned, disinfected and checked for damage A risk assessment has been carried out to identify toys that may pose the greatest risk, and steps have been taken to minimise that risk. Where messy or malleable play activities are provided, I ensure good hygiene by regularly replacing and cleaning materials. Playdough and similar items are stored in airtight containers and replaced frequently, while sand and water play are monitored, changed regularly, and covered when not in use. All children are encouraged to wash their hands before and after engaging in these activities.

Personal protective equipment (PPE) will be used in the following situations: dealing with bodily fluids (such as vomit, diarrhoea, or blood), managing cases of sudden illness, handling and disposing of soiled nappies, and during any outbreaks of infectious diseases, including Covid-19. Gloves, aprons will be worn to ensure hygiene and safety.

This policy links with my accident and emergency procedures, illness, food and drink, risk assessment, no smoking and outings policies. Please refer to these policies for further information.

This policy supports the following EYFS requirements:

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements
Safety and Suitability of premises, environment and equipment. Risk Assessment

Risk Assessment Policy

In order to do this, I will ensure that:

- I check my home and garden every morning before the minded children arrive to ensure that it is a safe environment for the children to play in.
- I risk assess any environment that I take the children into, for example, walking to and from school, the park, etc. If I am planning to take the children into environments that are unknown to me, I will do a risk assessment in advance so I am aware of any potential hazards.
- I assess any risks and hazards when using transport and take action when necessary to minimize any accidents or incidents.
- Where appropriate, I have written risk assessments. These detail:
- The environment to be checked
- The hazards
- Who might be harmed and how
- What safety measures/precautions I am taking
- What further action is required
- Frequency of checks
- I also include a review date and review when there is a significant change in my setting.
- My activities will be well planned and organized. I will plan for the unique needs of each child,

depending on their age and stage of development, allowing children the freedom to play and explore, develop concepts, and learn how to predict and avoid dangerous situations.

Care, Learning and Play Policy

Children learn when they are in a safe and caring environment where they are stimulated through play. Babies and young children develop best when they are in a caring relationship with an adult. A baby will learn to walk faster when they have a safe pair of arms to walk towards and learn to talk, when they have an adult listening and responding to them. I will strive to provide your child with an environment that will be caring, fun and stimulating. I will implement ideas from the Yearly Years Foundation Stage.
(Please ask me if you would like to see a copy of these documents)

I will provide activities that support the main learning areas:

PRIME AREAS

1. Personal, Social and Emotional
2. Physical Development
3. Communication Language and Literacy

SPECIFIC AREAS:

Literacy; Mathematics, Understanding the World Expressive art and Design

These activities will include:

Dressing up clothes
Books and Videos
Small world toys
Construction toys (lego, duplo etc)
Pretend play (toy kitchen etc)
Water play
Arts and Crafts
Outings
Cooking
Gardening
Outdoor play and equipment

I will regularly observe your child and make a written record. This will enable me to make very simple plans on how I can help your child move onto the next stage of their development. These records are available for you to look at anytime.

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 your 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.

Accident and emergency

It is my policy to keep children safe when they are in my care.
My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England.
I also regularly review, update and practise fire evacuation procedures. I record dates and times of fire drills.
Accidents to minded children, childminder’s own children, or the childminder

As a registered childminder, I am legally required to have a valid first-aid certificate before registration.
I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. It is stored in the cupboard in the kitchen. Parent contact numbers are kept securely with the first-aid box.

I hold written permission from parents in. Child Record Form to seek emergency treatment for their child if it is needed.

Procedure:

If there is an accident to a minded child or childminder’s own children:

- First, I reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where I can see them.
- Then, if the accident is a minor one and requires only basic first aid, I deal with it myself. If not, I will ring 999 for help.
- If I have to accompany or take a child to hospital, I either take the other children with me, or call my emergency back-up cover. This will be another registered childminder or known responsible adult. These people will be made known to parents at the settling-in visit and are named below.

If there is an accident, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

If I manage to deal with the accident myself, then I will tell the affected child’s parents immediately.

If I accompany or take a child to hospital, I will contact the child’s parent and ask them to meet me at the hospital.

If I or any of my own children have an accident, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted.

I will do my best at all times to make sure the children in my care are safe, reassured and kept calm.

Accidents off site:

I will carry parents’ contact details with me when I am away from my home, in order to follow procedures above should an accident occur off site.

Other emergencies:

Should any other emergency occur (such as a terrorist attack, or a member of my family becoming ill in my home) I will contact parents as soon as possible. I expect that parents will also contact me in the event of any accident or emergency which may befall them. Should it not be possible for parents to contact me, then I will keep the children safe until such time as parents can make contact with me.

Recording:

I will record all details in my accident book, and make these available for parents to sign and provide a copy for parents.

If the incident is significant I will inform Ofsted, the local child protection agency, the Health and Safety Executive and my insurance company as soon as possible.

Emergency back-up cover

Known responsible adult

Name: SYLWIA OPOLSKA
Telephone: available for the Parents

Equal Opportunities 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.

All children in my care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. I try to ensure my toys reflect positive images of children and people from different cultures and with different abilities. I have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

No child in my care will be discriminated against in anyway, whether for their skin colour, culture, gender, ability or religion. I will challenge any remarks 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. We do in this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. I provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.

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

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

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

Confidentiality Policy

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

Parents will have access to their own child’s records but not to others. All documentation relating to your child is stored in a file, which is not accessible to any other party.

I will not discuss your child with others unless I have permission from you, for example to take your baby to be weighed by the Health Visitor. 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 my Safeguarding Policy.

You will also find out confidential information about my family and myself during the course of our working relationship and I would be grateful if you too would respect my family’s confidentiality and not repeat what you may have been told to other parties. No one likes to be gossiped about.

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

Managing Behaviour Policy

As a registered childminder I recognise the need to set out reasonable and appropriate boundaries to manage the behaviour of children in my care.
By providing a happy, safe environment, the children in my care will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

Procedure:
I keep up to date with behaviour strategies and relevant legislation by taking regular training and by reading relevant publications, such as The Childcare Professional, Nursery World.
All parents receive or have access to a copy of my Behaviour Policy.
I will not administer physical punishment, cause pain, discomfort, humiliate or hurt any child in my care.
I endorse positive behaviour strategies as an effective way of setting boundaries for children.
I agree strategies to manage children’s behaviour with parents before the placement starts. These are discussed with parents during initial visits before the contract is signed.
Wherever possible I try to meet parents’ requests for the care of their children according to their values and practices. Records of these requirements are agreed and kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.

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

I work together with parents to make sure there is consistency in the way the children are cared for. A consistent approach benefits the child’s welfare and helps ensure that the child is not confused. I offer regular review meetings with parents to discuss their child’s care and any issues or concerns, preferably when the child is not present. These meetings may be via Zoom, Google hangout, WhatsApp video call, Facetime or other electronic methods in order to comply with COVID 19 Government guidance

I will only physically intervene, and possibly restrain, a child to prevent an accident, such as a child running into the road, or to prevent an injury or damage. Should this be necessary I will record any instances of physical intervention in writing in my incident book and inform parents on the same day, or as soon as reasonably practicable. I record all significant behaviour incidents in an incident book. I will discuss these with the parents of the child concerned so that together we can work to resolve any behavioural issues and share strategies.

I acknowledge the strength and range of children’s feelings and try to help children to find constructive solutions for managing these

I encourage responsibility by talking to children about choices and their possible consequences.

I aim to be firm and consistent so that children know and feel secure within the boundaries I set.

I will respond positively to children who constantly seek attention or are disruptive.

I will help children maintain their self-esteem by showing I disapprove of challenging behaviour, not the child themselves.

If I have concerns about a child’s behaviour which I cannot resolve in partnership with parents, I will ask for permission from the parents to talk it through with another childcare professional. I may contact PACEY, the NSPCC, health visitor or the local early years team (or other relevant advice service) for confidential advice.

Working with assistant Policy

I work only with Assistants who are registered to assist in the care of children in the childminders home. The assistants are registered by Ofsted its means Ofsted check them suitability and perform a Criminal Records Bureau check.

The role of the assistant are to assist in the daily running of the provision. The assistants cannot be used to replace the childminder for lengthy periods. Is necessary to make written agreement in some cases for the assistants to care for the child in the absence of the childminder for a short time, and only on condition they have a paediatric first aid certificate.

Assistants are fully aware of, and understand, all policies and procedures.

An assistant can be left alone for short periods, either on or off the premises.

Examples of periods that may be agreed are:

- where a baby is sleeping and would have to be woken to go out
- leaving children at home while the childminder or assistant collects others from school during bad weather
- when the childminder takes one child to an appointment and may not be able to fully care for the other children.

Assistants in my care is supervised. Minimum ratios for assistant display my certificate of registration.

In addition to Ofsted’s agreement in writing I must:

- have the child’s parents’ agreement
- make sure that assistants and themselves are not caring for more children than they are allowed to
- discuss and agree all arrangements with Ofsted
- have a condition of registration that allows them to do this.

My Assistants have a clear understanding of their roles and responsibilities. Induction training is given to help them understand how you operate and clearly identify their role. Induction training include matters such as daily procedures, evacuation procedures, and child protection and health and safety issues.

Visitors in my Home Policy

As an Ofsted registered Childminder I am very aware of my role 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 minded hours. I have therefore written the following policy regarding visitors in my setting during my minded hours.

- Any regular visitors to my setting will be asked to complete a EY2 form and will then undertake a Criminal Record Bureau Check

- I will not leave a minded child in a room alone with a visitor, unless I know they have been CRB cleared, for example another Ofsted Registered Childminder.

- I will not allow any visitors to take my minded children to the toilet or change their nappies.

- 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 my property to be carried out at weekends and during non-minding hours.

- I will maintain a visitors book which is available for you to look at.

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

Visitors in my setting during the pandemic:

We avoid visitors to enter to our premises. But if it is not possible, the visitors should follow the rules and system of control. The main entrance is from the front of my house. The visitors should disinfected their hands thoroughly on arrival with the anti-bacterial hand gel at the door and scan NHS Test and Trace CR Code, or leave the contact details. In the premisses the visitor should maintain social distancing, and wear face coverings where needed.

Transporting Children in a Car Policy

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

I have a full, clean driving license, which is available for you to see on request

I will ensure my car is in road worthy condition by having it regularly serviced by a reputable garage

I will ensure it complies with all legislation, MOT, Car Tax etc

I will ensure it is covered by Business Use, Car Insurance and the Certificate is available for you to see

I will avoid where possible taking your child to a petrol station, by filling up my car before or after my minded hours

I will ensure all car seats are correctly fitted, age and stage appropriate for the children using them and that they are correctly strapped into them

I will ensure that the child safety locks are in use on my car

I will always carry a mobile telephone with me in case of an emergency but will not answer it whilst driving. I will return calls on my return

I will always carry identification for me and the minded children in case of an emergency

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

I will never leave a child unattended in a car.

I will teach your child about the dangers of cars and roads, in an age appropriate way.

I will advise you in advance if we are making any special trips or long trips in the car.

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

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

Sleeping Baby Policy

I will discuss with you in detail the sleep routines you have established for your baby and how I can best accommodate them into my own routine and working day as I may have school runs and pre-school pickups 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 nighttime routine? Do you want me to wake your baby after a certain length of time or can I let him/her 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 baby when s/he is sleeping.
If you ever have any concerns over your child’s sleeping routine please do discuss them with me and we can make arrangements to change times etc if necessary.

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 bettered cared for in their own home with a parent. I am happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature. I have to go out each day to do school and pre-school runs and need to consider the welfare of all the children in my care.

If you child has had diarrhoea or sickness in the last **48 hours please do not bring them**, 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.

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

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

If you have any concerns regarding this policy please contact me.

Childminding Safety On Outings Policy

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

I obtain written parental permission for all routine and special outings. I inform parents of any planned special trips for example to the coast or a local farm.

I ensure that I take with me everything I may need, emergency Contact cards for the children, First Aid Kit, Nappies and changing bag (if required) spare clothes, mobile phone, drinks and a healthy snack.

I have developed plans on what to do in the event of an emergency. I carry a contact card for each child, providing a photograph of them, their name and an emergency contact name and number. I have also a card on me that explains that I am a registered Childminder. I have also programmed ICE into my mobile telephone.

I will endeavour to organise outings to fit in with the needs of the children, and ensure that I have the necessary equipment and resources to keep them safe. These include car seats for all children up to 4 feet 5 inches tall, pushchairs and harnesses. In all trips in the car I will ensure each child is securely strapped into their car seat and that the maximum number of passengers for the car is never exceeded.

I will ensure that the car is properly maintained with a current MOT certificate, Tax and Insurance. I will never leave your child unattended when out, especially in the car. If I need to put more petrol in my car I will do this outside of minded hours so that I do not have to take them out on a busy station forecourt or leave them in the car whilst I pay.

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

Large Garden 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.

As an Ofsted Registered Childminder 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.

In my garden I have a range of large outdoor equipment. 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 my garden a safe environment and to reduce the risk of possible accidents I have put

the following procedures in place:

- All minded children will be supervised by a responsible adult at all times
- 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/cleaned before use for animal faeces
- 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, for example the climbing frame

If you have any concerns regarding your child using any piece of equipment in my garden please do discuss them with me.

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. If you are late, I may have to take children to school/ pre-school and will not be able to wait for you. Please discuss with me if you need to change your contracted hours.

Collection

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

In the event of an emergency, we 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 our 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 and a meal.

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. (In the case of a terrorist attack or National Emergency then this procedure will not be put into practice-see separate policy)

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

Childminding Observation Policy

Guidance to the Early Years Foundation Stage Curriculum states:

‘Practitioners must be able to observe and respond appropriately to children.

This principle requires practitioners to observe children and respond appropriately to help them make progress. This is demonstrated when practitioners;

- Make systematic observations and assessment of each child’s achievements, interests and learning styles,
- Use these observations and assessments to identify learning priorities and plan relevant and motivating learning experiences for each child
- Match their observations to the expectations of the early learning goals’

I will be using the Early Years Foundation Stage to support my work.

I will make regular observations on your child, using different mediums, for example, ticklists and tracker books, photographs, written observations or video recordings. You are welcome to see copies of any of my observations. All observations are only made for personal use and will remain confidential.

I request each parent to sign a form giving me permission to carry out and record observations on their child.

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

Working with parents Policy

Sample policy statement: Parental involvement

I aim to work in partnership with parents and carers to meet the needs of the children I care for.

In line with the EYFS principles, I respect that parents are children’s first and most enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children’s development and learning.

I treat all children and adults equally and create a welcoming, inclusive environment in my home.

Procedure (how I put the statement into practice)

I keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications such as Who Minds? and Nursery World.

All parents have access to a copy of my policies and procedures.

Contracts and records

I draw up and sign a written contract with parents before the placement starts. The contract is signed by the parent/s and myself and dated. I give copies to the parent/s and any other party involved in the contractual arrangements.

I review the contract with parents every six months or every 12 months or when circumstances change.

I issue a receipt for all payments received from parents.

I meet parents’ requests for the care of their children according to their values and practices, preferences and attitudes.

I keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, food allergies, health requirements, and information about who has legal contact with the child and who has parental responsibility for the child. These records are revisited and updated during regular reviews with parents.

Communication with parents

I work together with parents to make sure that the care of their child is consistent.

I make time for discussion about a child’s needs by sharing information with parents about daily routines and activities in my setting and in the child’s home.

Ways of sharing this information can include inviting parents to add to children’s profile books sent by e-mail, email, telephone, face-to-face meetings, and informal day to day feed back.

I will discuss any changes in my or the child’s home circumstances which may impact on the child’s development or my ability to care for a child.

I offer regular review meetings with parents to discuss their child’s care.

I welcome parents’ feed back on my service. Please refer to my Complaints Policy on my procedures for managing negative feedback.

I display my Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted’s childcare responsibilities and gives Ofsted contact details.

Ofsted inspections

I will notify all parents in advance when I am to be inspected by Ofsted.

I will supply parents with a copy of the Ofsted report within five working days of receiving the report.

All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.

Outings Policy

It is my policy to keep children safe on outings whilst in my care.

Procedure (how I put the statement into practice)

In order to do this I will ensure that:

The ratio of adults to children on any outing will never be less than 1 ADULT – 6 CHILDREN (3children 0-5years old, 3children 5-8 years old), 2 ADULT - 12 CHILDREN (6children 0-5 years, 6children 5-8 years old)

I carry out a trial run and full risk assessment of the proposed outing.

I obtain written parental permission for children to take part in regular, local outings whilst in my care and specific written permission for a longer outing.

I take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first-aid kit and a mobile telephone.

I keep records of my own and any other vehicles in which children are transported, including insurance details and a list of named drivers, and I make these available to parents.

I will ensure that I and any other driver transporting children in their own vehicle has adequate insurance cover and age appropriate car safety seats. This also applies to the use of mini cabs.

I make parents aware of what I will do in the event of a lost child.

This policy also links with my accident and emergency procedures.

Lost or missing children policy

I will safely supervise children when we go on outings or trips and undertake a risk assessment. I will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development. E.g. stay where they are, meet up at a certain place, use their mobile phone to summon help.

If a child goes missing, I will tell the police, provide a description and search the area. If a child goes missing in a public place e.g. a library, park, shop or shopping centre I will also alert the staff and security staff. Then, I will contact the parents and Ofsted (in England). Other children in my care will be kept with me and reassured.

Uncollected children policy

If a child is not collected within 1hour, of the agreed collection time, I will try calling the parents’ contact numbers. Then I will try the emergency contact numbers.

During this time, I will continue to safely look after the child.

I will continue to try the parents’ contact numbers and emergency numbers, but if I have heard nothing after [1 hour] from the original agreed collection time, I will then inform the local authority duty social worker.

I may charge an additional fee for late collection.

Food and Drink Policy

It is my policy to provide children with healthy, balanced and nutritious meals, snacks and drinks.

Those responsible for the preparation and handling of food will be competent to do so.

Procedure

Before a child is admitted I will obtain information about any special dietary requirements, preferences and food allergies, and any special health requirements

I will collect, record and act on information from parents about a child’s dietary needs.

Where parents provide meals for their children to eat in my setting I will provide chilled storage for packed lunches and appropriate storage areas for other foodstuffs.

I will also provide children with clean and age-appropriate crockery and eating utensils.
I will respect the diversity of practice around mealtimes e.g. use of chopsticks or fingers for eating.
I will provide children with healthy meals, snacks and drinks as appropriate and recommended by the Food Standards Agency literature.
I will ensure fresh drinking water is available at all times, both in and outside my setting.
As a provider of meals and snacks I am aware of my responsibilities under food hygiene legislation. This includes, if necessary, registration with the relevant Local Authority Environmental Health Department. If this is the case then I am happy to have my premises inspected by a food safety officer.
I will detail any allergens that are present in the food that I prepare for children in accordance with EU Information for Consumers Regulation 2014 and share this with parents/carers

I will list any allergens in ingredients that are present in any food that I produce, as well as being aware when I take children out to eat at other settings. All registered food businesses will have to comply with the legislation so I will make sure I am aware of any allergens contained and make this part of my risk assessment.
I will ensure suitable sterilisation equipment for babies’ food.
I will keep pets out of the food preparation area at all times. If a family pet does gain access to this area then I will ensure that all work surfaces and cooking utensils have been thoroughly cleaned before any food preparation or food handling takes place.
Baby changing facilities will not be near food preparation areas.
I will ensure that I, and everyone caring for children, as well as the children themselves, are aware of good hand washing procedures and how these are carried out.
I will not undertake laundry during times of food preparation and I will ensure that any detergents or soiled clothing will not come into contact with food preparation areas.
If there is an outbreak of food poisoning affecting two or more children looked after on my premises I will notify Ofsted as soon as possible but definitely within 14 days of the incident occurring in order to comply with regulations.
I will keep all food receipts, including those under £10, so that if there is an outbreak of food poisoning on my premises I will be able to trace the outlet where the food was purchased.

Policy on the Use of Electronic Devices in the Setting

1. Introduction
At Little Heroes, safeguarding is our highest priority. In line with the updated EYFS framework, we have revised our policies to include a wider range of electronic devices, ensuring that all technology used within our setting complies with safeguarding measures.

This policy applies to all staff, children, parents, carers, and visitors within our setting. It covers all electronic devices, including but not limited to:

- Mobile phones
- Tablets
- Smartwatches
- Wearable technology with recording or communication capabilities
- Digital cameras and any device with imaging and sharing functionality

3. Staff Use of Electronic Devices

- Personal mobile phones and smart devices must be stored securely and not used in areas where children are present.
- Personal devices may only be used in designated areas (e.g., staffroom) during breaks.
- Setting-owned devices must only be used for professional purposes, including documentation and communication.
- Any photography or video recording of children must be done using setting-owned devices and in accordance with parental consent.
- Any communication regarding work should be conducted via approved channels. Staff should not engage with parents or carers via personal social media accounts.

4. Children’s Use of Electronic Devices

- Children are not permitted to bring personal electronic devices into the setting.
- Any learning activities involving digital devices will be supervised, and internet safety measures will be in place.
- If a child requires a communication or medical device, parents must discuss this with management, and appropriate safeguarding measures will be put in place.

5. Parents and Visitors

- The use of mobile phones or other personal recording devices is not allowed within the premises unless authorised by management.
- Parents and carers should not take photos or videos of children other than their own during events.

- Emergency contact with parents will always be made using setting-approved devices.

6. Online Safety

- Staff will receive training on safe and appropriate use of digital technology.
- Parents will be given guidance on online safety and how to support their child’s digital wellbeing.
- The setting will follow best practices for data protection and ensure that all digital records are stored securely.

MEDICINES POLICY

As a childcare provider I will ensure that I implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this I will do the following:
Procedures (how I will put the statement into practice)
I will keep a written record of a child’s need for medication and ask parents to update regularly
I will keep written records of all medicines administered to children in my care.
I will inform parents when a medicine has been administered including the time and dosage.
I will store all medicines safely [in a cupboard that is inaccessible to children] and strictly in accordance with the product instructions (which may require refrigeration in a sealed container away from food) and in the original container in which it was dispensed.
I will obtain prior written permission from parents for each and every medicine to be administered before any medication is given.
I will work in partnership with parents to ensure the correct medication, dosage etc is given.
If the administration of prescription medicine requires technical/medical knowledge, then I will attend training from a qualified health professional. The training will be specific to the child in question.

If any of my staff are involved in the administration of a prescription medicine that requires technical/medical knowledge then I will ensure that they have attended individual training from a health care professional, specific to the child in question. [

I will only administer prescription medication to the child if it is prescribed by a doctor, dentist, nurse or pharmacist and has the child’s name on the prescription label

I will only administer non-prescription medication such as pain and fever relief with parents’ previous written consent and only when there is a health reason to do so. Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets (EYFS Sept pg 33 footnote 55).

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

If I do not administer the medicine or a dose is missed this will be recorded with details of the reason why and the parents will be informed. Children cannot be forced to take medication so in the event of a refusal this will be recorded and parents will be contacted.

If I have a child in my care with long-term medical needs then I will ensure that I and any co-workers have sufficient information about the child’s medical condition and will work in partnership with parents and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs such as a gastrostomy tube.

If a child has medication that they administer themselves at my setting (such as an asthma inhaler) then I will ask them to tell me so that it can be recorded. Full details of the medication and the child’s requirements for it will be recorded (in the medical book record) and the parent will sign to give consent for the child to self medicate.

Additional guidance for those registered on the Childcare Register only

Providers on the Childcare Register, apart from home childcarers, are required to maintain a written record of any medicine administered to a child for whom the childcare is provided, including:

- The details of the product and the date of its administration
- The name of the person who administered the medicine and the circumstances
- A record of parental consent or the consent of a carer, if the parent has identified another person.

There is no guidance relating to whether the medication is prescribed or otherwise so long as the provider keeps a written record.

All consent forms and completed records will be stored in accordance with my Data Protection policy

Review in every 6 months

date of review 10/06/25