

Limar Childcare Services

POLICIES AND PROCEDURES

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SAFEGUARDING POLICY

This policy applies to all children in my care regardless of gender, age, ethnicity, disability, sexuality, ability or religion. This policy is important because it outlines the action I take to promote the welfare of children and protect them from abuse, neglect and exploitation. According to Working Together to Safeguard Children 2013, Safeguarding is linked to the action taken to promote the welfare of children and protect them from harm.

Safeguarding is everyone's responsibility. Safeguarding includes:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

It is mandatory for all organizations that work with or come into contact with children to have safeguarding policies and procedures. This is to ensure that every child, regardless of their age, gender, religion or ethnicity, can be protected from harm.

Setting up and following good safeguarding policies and procedures means children are safe from adults and other children who might pose a risk.

(www.nspcc.org.uk/preventing-abuse/safeguarding).

At Limar Childcare Services (LCS), we take seriously our responsibility to ensure the safety and promote the welfare of children in our care in line with the procedures laid out by the local Safeguarding Children Board.

This Safeguarding Policy and Procedure has been developed as a guideline to be followed in the case of suspected abuse, which is regularly reviewed and updated.

This Policy and Procedure is also aimed at enhancing the confidence of staff, volunteers, parents/carers and the general public.

This policy has been developed in accordance with the principles established by

“Working Together to Safeguard Children” March 2013, a guide to inter-agency working to safeguard and promote the welfare of children.

I Mrs Yemi Abiona is the designated Officer for **LCS**. I work with other agencies to ensure I have adequate arrangements in place to identify, assess, and support those children who might be exposed to any form of abuse. I update my training as necessary.

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

I am responsible for ensuring the acceptable and safe use and storage of all camera technology, images, and mobile phones.

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

I ensure staff / volunteers are recruited safely and understand the Safeguarding Policy.

A copy of “What to do if you’re worried a child is being abused” is kept with this policy and an additional copy is available for parents / carers to read if required. This sets out the guidelines for how I must record any incidents and disclosures and the procedures I must follow.

I have a copy of the MASH (Multi Agency Safeguarding Hub) Factsheet for Parents available for parents / carers to look at.

The following are steps that would be taking if I have reason to believe that any child in our care needs protection in any way:

1. If there are concerns about possible abuse, I will refer the child to the Children and Young People Services Multi Agency Safeguarding Hub (MASH). Referrals will be made in writing, following a telephone call. Under

these circumstances I will share information relating to your child with MASH and the Police if requested.

2. If the concern relates to me or another adult in my setting, I will follow my 'Allegations of Abuse' procedure.
3. I will keep written records of concerns about a child, even if there is no need to make an immediate referral. I will ensure that all such records are kept confidentially and securely, separate from a child's records.
4. I will liaise with other agencies and professionals.
5. I will attend case conferences, or other multi-agency planning meetings, as necessary
6. I will ensure that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.
7. I will notify my local child protection agency (MASH) and Ofsted of any serious accident, illness or injury to or death of, any child whilst in my care. Ofsted must be informed within 14 days.

If a child confides in me or tells me about another child being abused

1. I will show that I have heard what they are saying, and that I take their allegations seriously.
2. I will encourage the child to talk, I will not prompt them or ask them leading questions. I will not interrupt when a child is recalling a significant event. I will explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
3. I will record the concern and the child's comments in writing, in their own words as far as possible. The record will contain:
 - The child's name.
 - The child's date of birth.
 - The date the records made.
 - A note of the child's non-verbal behaviour.
 - A body map, if appropriate, to record any visible injuries or marks.
 - My name and signature.
 - Inform the child that I cannot promise not to share this information but that everything I do will be in the interest of their safety.

- Seek advice from MASH and, if necessary, make a referral.

Confidentiality

I recognize that all matters relating to safeguarding are confidential.

If I am concerned about a child's welfare,

I will inform the Local Safeguarding Children Board.

Confidentiality will be assured only when it is clear that there is no risk of harm to a child. I follow the procedures outlined in my confidentiality policy.

I will disclose any information about a child on a need to know basis only, referring to 'What to do if you're worried a child is being abused' and 'Information Sharing Guidance for Practitioners and Managers'.

I am aware that I have a professional responsibility to share information with other agencies in order to safeguard children.

I am aware that I cannot promise a child to keep secrets which might compromise their safety and wellbeing.

I understand to share an intention to refer a child to MASH with their parents/carers unless doing so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, I will consult with MASH at Children and Young People's Services.

Visitors on the premises.

Children are not left unsupervised with visitors and there is a procedure in place for checking the identity of all visitors on the premises.

I will record **all** visitors on the premises during Child minding hours with the time and nature of visit. The record is signed by the visitor.

If the visitor is unknown to me and other members of staff, I will ask for proof of identification and, if appropriate, which organisation they work for. E.g. identity badge; driving license. If I need further verification I will contact the phone number of

their organisation and ask to be put through to the visitor's manager. I record that ID has been checked.

If I know the visitor, they must have a valid reason for visiting during Child minding hours.

Allegations of Abuse

I will take precautions to protect myself from allegations of abuse against myself and other members of staff.

My aim is to prevent allegation of abuse and I will achieve this by:

- Ensuring all household and staff members aged 16 and over are DBS cleared.
- Ensuring all visitors to the house are recorded as above, and do not have unsupervised access to the children under any circumstances.
- Ensuring, where possible, that no workmen/women are in the house during minded hours, unless it is to repair an emergency service or for health and safety reasons.
- Documenting every accident and incident that occurs whilst children are in my care, informing parents of such events and requesting them to sign my record.
- Noticeable 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 the children are within sight and/or hearing at all times according to the child's age and stage of ability.
- Ensuring that any occasion where physical intervention is used to manage a child's behaviour is recorded as an incident and parents are informed about it on the same day.
- Checking the behaviour of adults - for example inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their

usual role and responsibilities; inappropriate sharing of images. The document 'Keeping

Children Safe in Education' provides advice on this:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350747/Keeping_children_safe_in_education.pdf

I am the designated officer of my provision, therefore my responsibility and priority is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by the Local Safeguarding Children Board.

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

- Inform the Local Authority Designated Officer (LADO) immediately to discuss the nature of the allegation and the appropriate action to be taken.
- Inform Ofsted as soon as possible but within 14 days to advise them of the allegation: 0300 123 1231.
- I will Contact my Insurance Company and relevant Legal Advice Line or Family Solicitor.
- I will write a detailed record of all related incidents, including what was said and by whom, with times and dates.
- After seeking advice/approval from the LADO I will ask 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.

Use of Mobile Phones and Cameras

I understand that if I store personal details about other people on my computer or any digital format (including mobile phones and digital cameras), I will need to notify the Information Commissioner's Office (ICO) for Data Protection.

Mobile Phones

As a registered Child minder, members of Staff at LCS recognise that it is important for us to be able to communicate with parents instantly. We have a designated landline and mobile phones for this purpose.

Mobile phone technology has developed significantly to include internet access and wireless connections as well as camera, video and sound recording and sending and receiving messages. They are now an extremely effective method of communication, which can be an advantage regarding Safeguarding children. However, we understand that there is a need to balance the advantages with the potential for misuse, and intend to protect the children in our care with the following procedures:

- Ensuring that all visitors on the premises during Child minding hours are asked to leave their mobile phone in a safe storage area / switch off their mobile phones.
- Ensuring that all members of staff leave their personal phone in a safe storage area.
- Ensuring mobile phones are kept out of the reach of children.
- When Permitting children from the age of 10 years (agreed with parents) to have their phone about their person, it must not be used to take photos or access the internet.

Taking of photos with a Mobile Phone or Camera

Whilst your child is in my care I will be taking photographs using my digital cameras for the following purpose.

..Child's development

..Profile

..Pictures to support observation

..Assessment and planning

..Pictorial record for parent etc.

To ensure everyone is protected the following are procedures in place:

- Pictures are taken only by Mrs Yemi Abiona who is the designated Officer for LCS with the written permission of parents. Parents indicate if they are willing for photos of their children to be used for: sharing with them; supporting

Observation, Assessment and Planning; children's records; advertising and using for the website (in which case how and where.)

- Pictures are printed as soon as possible and then deleted.
- Pictures are transferred to designated computer which is password protected.
- LCS is registered with the Information Commissioner's Office for Data Protection.
- Any stored pictures are deleted once a child leaves LCS.

Members of Staff will be trained on how avoid putting themselves into any compromising situation which could be misinterpreted and lead to possible allegations.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

EQUALITY, DIVERSITY AND INCLUSION POLICY

I am committed to provide equality of opportunity and anti-discriminatory practice and also ensured every child in my setting is included and supported.

My believe is to ensure positive attitudes to diversity and difference so that every child is included and not disadvantaged because of ethnicity ,home language ,family background, culture or religion, special educational needs, disability, gender or ability

EQUALITY POLICY

Equality policy in childcare setting protects children from being discriminated against on the grounds of group membership i.e. sex, race, disability, sexual orientation, religion, belief, or age. (www3.northamptonshire.gov.uk)

DIVERSITY POLICY

Diversity policy these policy helps children to feel good about themselves, their families, and their communities, and also exposing children to differences, things that are unfamiliar, and experiences beyond their immediate lives.

(www3.northamptonshire.gov.uk)

INCLUSION POLICY

Inclusion policy these policy gives children with special needs and their parents or caregivers the same opportunities to learn, enjoy and participate as other children and families. All children benefit from inclusion. (www3.northamptonshire.gov.uk)

LCS have arrangements in place in line with the EYFS 2014 with requirement 3.67, to support children with SEN or disabilities. Our Equality Diversity and Inclusion policy has been prepared to mirror the EYFS which seeks to provide equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

This policy has been prepared based on the following legal framework

1. The Equality Act 2006
2. Disability Discrimination Act (DDA) 1995, 2005
3. Race Relations Act 1976
4. Race Relations Amendment Act 2000
5. Sex Discrimination Act 1976,1986
6. Children Act 1989, 2004
7. Special Educational Needs and Disability Act 2001

Mrs Yemi Abiona is the principal officer responsible for Equality, Inclusion and Diversity.

If we think a child in our care has a special need, we will:

1. Keep observational notes.
2. Share these with the child's parents.

I will work with the parents/carers and other agencies where require and discuss what support is available

3. Keep all matters confidential.

Children with special needs will be included by:

1. Valuing and acknowledging children's individuality and help them to feel good about themselves.
2. Seek information from parents about the child's routines, likes and dislikes.
3. Adapting activities to enable children with special needs to take part.
4. Arrange access to specialist equipment if needed.
5. Consider any risk factors.

6. Encourage children's confidence and independence.
7. Where necessary, we will undertake training and seek advice from other professionals in order to provide quality care.
 - Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.
 - We provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued.
 - We include and value the contribution of all families to our understanding equality and diversity
 - We provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people.
 - We improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity
 - We make inclusion a thread that runs through all of the activities of the setting

In order to meet our legal duties, promote equality and inclusion in our setting and value diversity we follow these procedures.

- Our setting is open to all members of the community.
- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as possible.
- We ensure that all parents are made aware of our equality and diversity policy and all other relevant policies.
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of colour, ethnicity, religion or social background, such as being a member of a Travelling community or an asylum seeker.
- We do not discriminate against disabled children. Consideration needs to be given to any reasonable adjustments required to include any child who may have a disability or special educational needs.

- We encourage children in our care to learn more about their own culture and to find out about the culture and religions of other children. We do this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals.
- We will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.
- We value each child's culture by making connections between experiences at home, our setting and the wider community
- We develop an action plan to ensure that all individuals can participate successfully in the services offered by the setting.
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.
- We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion thinking.
- We make our premises accessible for all and we are open to making reasonable adjustments to accommodate the needs of disabled children and adults.
- We avoid stereotypes or derogatory images in the selection of books or other visual materials
- We help children to understand that discriminatory behaviour are unacceptable.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English, we will develop means to ensure their full inclusion.
- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.

- We will also consider how we can ensure the privacy of a child with special needs whilst continuing to supervise other children in my care.
- We will work with parents and/or carers and other agencies where required.
- We will ask parents and/or carers if there is a need for any special services or equipment for children who may require additional support.
- We give all children in my care the opportunity to reach their full potential. 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 our 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. We try to ensure all our toys reflect positive images of children and people.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Positive Behaviour Management Policy Statement.

Our aim at Limar Childcare (LCS) is to offer quality childcare service for parents and children. We recognise the need to set reasonable and appropriate limits to help manage the behaviour of children in our care.

We do not and will not administer physical punishment or any form of punishment with the intention of causing pain or discomfort, or any kind of humiliating or hurtful treatment to any child in our care.

Hitting and hurting are always wrong, and on our watch, nobody hits anybody else. We endorse positive discipline as a more effective way of setting limits for children.

WHAT POSITIVE DISCIPLINE MEAN TO US:

- Rewarding good behaviour. Because rewards are constructive, they encourage further effort. Punishment is destructive it humiliates children and makes them feel powerless.
- Encouraging self-discipline and respect for others. Because children need to grow into people who behave well even when there's no one to tell them what to do.

- Setting realistic limits according to age and stage of development. Because as children grow and develop, our expectations of them change.
- Setting a good example. Because young children take more notice of how we are and what we do than what we say.
- Encouragement, not orders and instructions. Because 'Do as you're told' teaches nothing for next time. Positive discipline means explaining why.
- Being consistent - saying no and meaning no. Because children need to know where they stand and it helps if they know what we say.
- Praise, appreciation and attention. Because when children are used to getting attention with good behaviour, they won't seek it by misbehaving.
- Build children's self-esteem. Shaming, scolding, hurting and humiliating children can lead to even worst behaviour. Attention, approval and praise build self-esteem, and a child who feels valued is more likely to behave well.

HOW WE DEAL WITH BAD BEHAVIOURS AT LCS

There are several ways to deal with a child who is misbehaving and we will use different ones depending on the age/stage of 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 we may ignore the bad behaviour as we feel it is being done to get a reaction.
- Discuss with Child. If the child is able to understand we will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. We will inform the child that it is their behaviour that we do not like not them.
- Time Out. Removing the child from the activity and sitting them quietly for a few minutes
- Removal of treat.
- For younger child this may be by tone of voice and facial expressions rather than lots of words.
- There may be times when there may be need to physically intervene or restrain a child to prevent or stop an incident taking place, this could be when a child is, has or is about to scratch, bite or hit another child or run into a road etc.

- We will also encourage the child to apologies to the other child and work with them to develop strategies to help them deal with the reasons why the incident took place or was about to take place

If a child misbehaves, Mrs. Abiona who is responsible for implementing this policy will let the parent/ guardian know by either texting or by ringing them later after collection. Some children can become upset if the incident is retold in front of them. Mrs. Abiona will also inform parent/ guardian 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. By providing a happy, well managed environment, the children in our care will be encouraged to develop social skill to help them be accepted and welcome in society as they grow up.

If you have any concerns regarding the managing of your child's behaviour, please do not hesitate to contact Mrs. Abiona. It is important that we work together on managing behaviour in order not to confuse your child.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Administering Medicines Policy and Procedure

In line with the requirement of the Early Years Foundation Stage and the Childcare Register, All childcare provider must:

- Ensure that the individual needs and good health of the child is promoted; this includes administering medication when asked to do so by parents and/or guardian and only if there is an accepted health reason to do so.
- Have, and put into practice, an effective policy on giving medicines to children in our setting, which includes effective systems to support children with medical needs.
- Obtain prior written permission from the person who has parental responsibilities (this is not always the parent/guardian) before administering any medicine.
- Keep written records of each time a medicine is administered to a child, and inform the child's parents and/or guardian on the same day, or as soon as reasonably practicable.
- Under the requirements of the Childcare Register, records of any medicines administered to any child who is cared for on the premises will include the date and

circumstances and who administered it; including medicine which the child is permitted to self-administer, together with a record of a parent/guardian's consent. To meet the requirements of the Early Years Foundation Stage and the Childcare Register, Mrs. Abiona is the principal officer in charge of administering any the child is in our care

- We Store medication in accordance with product instructions and ensure that children cannot access any medication prescribed.
- We obtain prior written permission from you for each and every medicine to be administered before any medication is given.
- We Record any medication/treatment given in the 'Medication Record' sheet allocated to your child, where the following information are recorded,
 1. The time the medication/treatment was administered,
 2. Your signature given permission prior to the medication/treatment,
 3. The time the medication/treatment is to be administered,
 4. The dosage required or the duration of the treatment,
 5. The name of the medication or a full description of the treatment/therapy and the reason why it is required,
 6. The date.
 7. Details of the illness the medication/treatment is treating'
 8. Mrs. Abiona's signature as the person who has administered the medication/treatment.
- We Require parents and/or guardian to let us know the date and time that you last administered medication, treatment, and this information will be recorded, we will also ask parents to sign confirming the details. This is to avoid over-dosing, we will administer medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed for by a doctor, dentist, or appropriately qualified pharmacist or nurse. However, we must get written permission beforehand from parents and/guardian.
- We will administer over-the-counter medication such as pain and fever relief or teething gel. However, we must get written permission beforehand from parents and/or guardian, and only if there is a health reason to do so.

- We will Contact parents and/or guardian before administering pain relief to describe the symptoms and check that parents and/or guardian agree for named pain relief to be given.
- Medicines containing aspirin will not be administered unless a doctor has prescribed that medicine for your child. We require a health care plan to be developed for children with long term health care needs which has been agreed and signed by parents and any other professional supporting the child. We will Access specialist training/information and advice from a qualified health professional (usually from the health professional involved with the child), for example where injections are required to be administered.
- We will adhere to the recommended dosage for all medication

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Learning and Play Policy and Procedure

At Limar Childcare Services, we follow the Early Years Foundation Stage (EYFS). The aim is to ensure that every child is given the opportunity to learn through high quality play experience. The EYFS is made up of a Statutory Framework for the Early Years which sets the standard for learning, development and care for children from birth to five and a Practice guardian document that support practitioners in identifying children's progress and support an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

Play-Based Curriculum.

Play provides the most natural and meaningful process by which children can construct knowledge and understandings, practice skills, immerse themselves naturally in a broad range of literacy and numeracy and engage in productive, intrinsically motivating learning environments. (p.21, Walker, 2007).

A play based program has many benefits for children as it facilitates the development of skills, dispositions and knowledge. As effective play based program can assist children to develop lifelong learning skills that will stay with them beyond the early learning environment.

Engaging in play based learning enables children to use and develop thinking skills such as problem solving, reasoning and lateral thinking. It offers opportunities to interact with others, develop communication strategies and work in collaboration with peers and adults. It can foster literacy, numeracy and the development of scientific concepts. As children are empowered to make decisions and initiate play, they become confident and motivated learners. This in turn fosters responsibility and self-regulation. Play also provides children with many opportunities to resolve conflict, challenge unfair play and embrace diversity.

Physically active play allows children to test and develop all types of motor skills. It promotes significant health and wellbeing.

We deliver the EYFS Curriculum through well planned out plays. The following are ways we help children in our care to learn whilst having fun:

- (1) Learning folder.
- (2) Construction and small world play.
- (3) Large and fine motor skills and experience.
- (4) Role play and imaginative opportunities.
- (5) Water and Sand experience.
- (6) Stories, rhymes and Songs
- (7) Creative workshop.
- (8) Outdoor opportunities.
- (9) Exploring and investigating science and nature.
- (10) Dance, music and Sensory experience.

We have the right environment and premises which has been designed to be cosy and exciting. Our premises are structured in a way to promote a child's independence, decision-making and problem solving technique. We have suitable toys and learning resources for all age groups.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Emergency Evacuation Procedure

There are two separate smoke alarms on the premises and one carbon monoxide. The first one is inside the setting directly opposite the main entrance. The second smoke alarm is upstairs by the landing with the carbon monoxide opposite the boiler room. Smoke alarms are tested every Fridays at 11 am. There is a fire drill once every 3 months. In the event of a fire, there is a meeting point around the premises and is located in the green patch in front of the building.

All Staff Members

On hearing the fire alarm

- Calmly call all children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit which are: main front door, kitchen door exiting to the garden and lounge door exiting to the garden.
- Call out to neighbours for help to call the fire services.
- Headcount the children in your care, alerting the fire authority officer if any are missing.

- Remain outside the building until the fire officer deems the premises as safe.
- Collect a copy of contact information kept in the shed located in the garden.

Contingency Plan

- In the event of a real emergency, retrieve the Emergency Kit from the shed.

Issue foil blankets to all children. Begin the call around to all families. Speak calmly and reassuring to parents/guardians Sign out each child as they leave your care. No staff can leave the premises until every child is collected and accounted for.

If you have any concerns regarding this procedure, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Child minding Assistant Policy and Procedure

Mrs. Abiona is the main childminder at Limar childcare Services.

I am required to take all necessary steps to keep children safe and well; and ensure the suitability of adults who have contact with children. This applies to any assistants employed. To meet the requirements of the Early Years Foundation Stage and the Childcare Register.

I must: Hold Employer's Liability insurance.

- Retain a copy of the letter from Ofsted which confirms suitability of the person being employed to be my assistant.
- Ensure I have received the Disclosure and Barring Service (DBS) check before the assistant is allowed to start work with the children in my care.

- Ensure assistants disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- Check all details on the DBS and consider if any further checks are required. (I will note and retain the DBS reference number, and date of issue before returning the DBS to the assistant.)
- Confidential information and records about assistants are held securely and only accessible and available to those who have a right or professional need to see them. The Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 will be adhered to.
- Ensure that all assistants receive induction training to help them understand their role and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, my equality policy, and health and safety issues. All policies and procedures are read and the assistant signs to say they understand them.

□

Ensure assistants have sufficient understanding and use of English to ensure the well-being of children. For example, they must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

- Ensure a training plan will be developed for the assistant. Ensure assistants follow policies and procedures.
- Be accountable for the quality of the work of assistants, and must be satisfied that they are competent in the areas of work undertaken.
- Ensure assistants hold a current paediatric first aid certificate if they are to be in sole charge of the children for any period of time.

In any event, the assistant will be asked to complete the Local Authority approved 12 hour paediatric first aid course.

- Ensure each assistant will care for the number of children permitted by the ratios specified in the Early Years Foundation Stage.
- Ensure children are not left in the sole care of an assistant for more than 2 hours in a single day. Written permission from parents to say that this is acceptable must be in place.
- Provide support, advice and guidance to assistants on an ongoing basis and on any specific safeguarding issues as required.
- Support assistants to understand my safeguarding policy and procedures, and ensure they have up to date knowledge of safeguarding issues. Assistants are made aware of the procedure to be followed in the event of allegations being made against another adult. Safeguarding training is made available to assistants and they must be able to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
- Ensure assistants are not under the influence of alcohol or any other substance which may affect their ability to care for children.

□

Have appropriate arrangements in place for the supervision of assistants. Effective supervision provides support, coaching and training for the assistant and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

- Hold regular supervision with assistants to provide opportunities for assistants to:
 1. Discuss any issues – particularly concerning children's development or well-being;
 2. Identify solutions to address issues as they arise; and
 3. Receive coaching to improve their personal effectiveness.
- Ensure that regular appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for assistants. Assistants will be supported to improve their qualification levels wherever possible.
- Ensure that children are adequately supervised and decide how to deploy assistants to ensure children's needs are met. Children must usually be within sight and hearing of the child minder or assistant.
- Ensure only those assistants aged 17 or over may be included in ratios. The Childcare Register requires that any person aged under 18 caring for children is supervised at all times. Have the necessary skills to advise assistants on behaviour issues.
- Take reasonable steps to ensure the safety of assistants and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.
- Have in place some written risk assessments in relation to specific issues, to inform staff practice.

□

- Ensure that assistants understand the need to protect the privacy of the children in my care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality

Ensure that those practitioners only work directly with children if medical advice confirms that the medication is not likely to impair that staff member's ability to look after children properly.

- Ensure staff medication on the premises must be securely stored, and out of reach of children at all times.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Complaints Policy and Procedure

At Limar childcare Services, we will meet the EYFS requirements by providing consistent high quality childcare and education and by working in close partnership with parents and/or carers to meet the needs of all children. Maintaining good communication will support this.

If parents/carers think we are not meeting the EYFS requirements, please bring this to our attention as soon as possible and Mrs. Abiona can make every effort to resolve the matter. This can be done verbally or in writing.

To meet the requirements of the Early Years Foundation Stage and the Childcare Register, we must:

- Keep a record of any complaints received and the outcome.
- Investigate all written complaints relating to the fulfilment of the EYFS requirements and notify parents or the complainant of the outcome of the investigation (in writing or by email if requested), within 28 days of having received the complaint.
- Make the record of complaints available to Ofsted on request, to include a summary of complaints made in relation to the requirements during the past 12 months and the action taken as a consequence.
- Produce for Ofsted, on request, a list of complaints made during the previous three years. . Make available to parents and/or carers details about how to contact Ofsted.
- Supply a copy of the Ofsted report to parents should the complaint trigger an inspection. Have a written statement of procedures to be followed in relation to complaints.
- Ensure that each complaint is fully investigated.
- Keep written records for a period of three years of any complaints; including the outcome of the investigation and the action that was taken.
- Inform the complainant of the outcome of the complaint.

You can contact Ofsted about your concerns by telephoning them on 0300 123 1231 or write to them at:

Applications, Regulatory and Contact (ARC) Team

Ofsted Piccadilly Gate Store Street

Manchester M1 2WD

Ofsted details are outlined in the parents' poster, which is displayed. You can also obtain Ofsted's factsheet with regards to how to complain about childcare providers by going to <http://www.ofsted.gov.uk/resources/information-forparents-about-ofstedsrole-regulating-childcare>, the procedure for dealing with concerns and complaints from parents involves keeping a written record of any complaints, and their outcome.

If a complaint is made, the following information will be recorded:

- The source of the complaint
- The nature of complaint
- The Early Years Foundation Stage requirement(s) to which the complaint relates.
- The details of the complaint.
- The date and time of the complaint.
- How the complaint was dealt with.
- Who investigated the complaint?
- Full details of my investigation.
- Details of the information and findings that were given to the person making the complaint, including any action taken. I will also confirm whether a written response was given to the complainant within 28 days.
- Whether a copy of the complaints record has been shared with all parents.
- Sign and date the complaints record.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Confidentiality Policy and Procedure

At Limar Childcare Services will meet the EYFS requirements by:

- Developing a professional relationship with all parents and/or carers; treating information shared with me as confidential (unless this compromises a child's safety or welfare, in which case I will be required to disclose sensitive and confidential information to appropriate agencies).
- Holding confidential information and records about children and assistants in a secure place; and only be accessible and available to those who have a right or professional need to see them.
- Complying with my responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000 .Childminders are required to register with The Information Commissioners' Office (ICO) under the Data Protection Act 1998, if they keep any of the following information:
 1. Children's records on a computer.
 2. Digital photographs on a camera or any other digital device such as a mobile phone or any visual/audio equipment.

To be compliant with these requirements we will:

- Renew ICO registration annually, and make the certificate available to parents and/or carers.
- Ensure any digital device, mobile, and/or computer has restricted access and is protected by the use of a password or pin number.
- Ensure that all assistant understands the need to protect children's privacy and the legal requirements relating to children's information.

- Keep confidential information, such as contracts, parental NI number, parent personal information, child records and medical treatment filed away in a locked cabinet

Enable a regular two-way flow of information with parents and/or carers, and with other early year's providers, if a child is attending more than one setting.

- Seek parental written permission to obtain or share information from other providers, Health Visitor, Early Years Team relating to their child.
- Ask the parents and/or carers to share a written summary of their child's 2 year progress check provided by us with the Health Visitor or Community Nursery Nurse to inform the Healthy Child Review Programme.
- Enable Parents and/or carers to inspect all records about their child at any time, provided that no relevant exemptions apply under the Data Protection Act 1998.
- Obtain parents and/or carers consent to share information directly with other relevant professionals for example: Health Visitor, Early Years Team, and other childcare providers. Please refer to my Learning & Development and working in partnership with parent's policy and procedure. My responsibilities under The Data Protection Act 1998 The Data Protection Act 1998 covers correct storage and sharing of both manual and electronic information. There are eight principles put in place by the Data Protection Act 1998 to make sure that information is handled properly. They say that data must be:
 1. Fairly and lawfully processed.
 2. Processed for limited purposes.
 3. Adequate, relevant and not excessive.
 4. Accurate.
 5. Not kept for longer than is necessary.
 6. Processed in line with your rights.
 7. Secure.

8. Not transferred to countries without adequate protection. The Data Protection Act (DPA) 1998 gives parents and carers the right to access information about their child that a provider holds. However, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release. For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. It is therefore essential that all providers/staff in early year's settings have an understanding of how data protection laws operate. Further guidance can be found on the website of the Information

Commissioner's Office at:

<https://ico.org.uk/media/fororganisations/register/2709/education-and-childcare.pdf>

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Food and Drink Policy and Procedure

Mealtimes should be a happy, social occasion for children; with positive interactions shared and enjoyed. At Limar childcare Services, we are committed to offering children healthy, nutritious and balanced meals and snacks which meet their individual needs and requirements. To meet the requirements of the Early Years Foundation Stage and the Childcare Register, We must:

- Obtain information about any special dietary requirements, preferences and food allergies that your child has, and any special health requirements, before the child starts our setting

Make parents aware of the 14 food allergens and how I record ingredients in the meals and snacks that I provide for children.

- We will make parents aware of the need to inform us of the ingredients in the food contained in any packed lunches or snacks that they supply for their child.

- Make sure fresh drinking water is available and accessible at all times. Promoting children's independence where possible.
- Record and act on information from you about your child's dietary needs.
- Make available menus and information about the food and drinks that I provide for your children.
- Notify Ofsted of any food poisoning affecting two or more children looked after on the premises within 14 days. The 'Voluntary Food and Drink Guidelines for Early Years Settings in England' has been developed to help early years settings meet the EYFS Safeguarding and Welfare Requirements. Guidance to provide healthy, balanced and nutritious food and drink.

<http://www.childrensfoodtrust.org.uk/preschool/resources/guidelines>.

We will ensure that:

- Our care promotes the good health of children.
- Children are provided with meals, snacks and drinks that are healthy, balanced and nutritious.
- Children know the importance of a healthy diet for good health.
- Involve children in the preparation of food.
- We make children aware of 14 allergens where appropriate.
- We plan varied menus for meals and snacks to include different tastes, colours and textures of food.
- Portion sizes will take account of the age of the children being catered for.
- We have a positive and welcoming eating environment to encourage children to eat well, and develop good eating habits and social skills.
- We wash our hands and that of the children before the preparation of food and eating.
- We cater for the dietary requirements of all children, ensuring that any food allergies/intolerances are catered for, as well as children from all cultures and

religions being able to enjoy appropriate meals and snacks. We will have recorded this information on the 'child record' form.

- Cultural differences in eating habits and the different ways people eat their food will be respected.
- Meet the principles laid out in the 'Early Years Code of Practice for Food and Drink', which is displayed.
- Food is never used as a punishment, or as a reward

Ensure adequate equipment including seating arrangements, cutlery is available for all children attending my setting.

- Mrs. Abiona the main child minder has attended a Smile Award on the 18th of October 2016. Our setting is suitable for the hygienic preparation of food, and where appropriate, suitable sterilization equipment for babies' food.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Health and Safety Policy and Procedure

Children learn best when they are healthy, safe and secure; and when their individual needs are being met. All childcare service provider must ensure the premises and equipment used for the purposes of childcare are safe and suitable and children are kept safe secure and healthy. Childcare service provider must comply with requirements of health and safety legislation (including fire safety and hygiene requirements" Statutory Framework for the EYFS 2017

At Limar Childcare Services, we meet the requirements of the Early Years Foundation Stage and the Childcare Register, by:

- Holding a current paediatric first aid certificate.
- Ensuring there is a first aid box accessible at all times with appropriate content for use with children.
- Keeping a written record of accidents or injuries and first aid treatment.

- Informing parents and/or carers of any accident or injury sustained by your child on the same day, or as soon as reasonably practicable, of any first aid treatment given.
- Notifying Ofsted of any serious accident, illness or injury to, or death of, any child while in my care, and of the action taken, within 14 days of the incident occurring.
- Ensuring my premises, including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.
- Keeping premises and equipment clean.
- Ensuring the safety of children and others on the premises in the case of fire or any other emergency.
- Having appropriate smoke alarms which are in working order. Not allowing smoking in or on the premises when the children are present or about to be present.
- Ensuring there are suitable hygienic changing facilities for changing children who are in nappies.
- Ensuring for each individual child there is clean bedding, towels, spare clothes and any other necessary items are always available.
- Only releasing children into the care of individuals who have been notified to me by the parent.
- Ensuring that children do not leave the premises unsupervised.
- Preventing unauthorised persons entering the premises, and ensuring that no one can enter my premises without my knowledge. I have an agreed procedure for checking the identity of visitors (Please see our Visitors Procedure)
- Having in place public liability insurance.
- Ensuring vehicles in which children are being transported, and ourselves are insured for business use.

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Illness or Infection Policy and Procedure

In line with Statutory Framework for the EYFS, Providers must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.”

At Limar childcare Services, we meet the requirements of the Early Years Foundation Stage and the Childcare Register by:

- Notifying Ofsted of any food poisoning affecting two or more children or any serious illness of any child whilst in my care; and details of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- Following the guidance on infection control in schools and childcare settings – parents/carers can obtain a copy of the guidance by visiting:
<https://www.gov.uk/government/publications/infection-control-in-schools> poster in particular:
 1. We cannot accept your child into our setting should they have experienced diarrhoea and/or vomiting within the last 48 hours.
 2. We will adhere to the recommended period your child is to be kept away from my setting to avoid the spread of infection.
- Informing Public Health England (PHE) Health Protection Team (Greater Manchester) on 0344 225 0562 if we suspect an outbreak of an infectious disease.
- Following the guidelines ‘Avoiding infection on farm visits’, please see the link below: <https://www.gov.uk/government/publications/farm-visits-avoiding-infection>

- Implementing good hygiene practice to avoid the spread of infection following the guidance below:

1. Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. We always wash hands after using the toilet, before eating or handling food, and after handling animals. Cuts and abrasions are covered with waterproof dressings.
2. Coughing and sneezing easily spread infections. Children and adults are encouraged to cover their mouth and nose with a tissue, wash hands after using or disposing of tissues.
3. Personal protective equipment (PPE). Disposable gloves and disposable plastic aprons will be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy changing). Spillages of blood, faeces, saliva, vomit, nasal and eye discharges will be cleaned up immediately using a product that combines both a detergent and a disinfectant, ensuring it is effective against bacteria and viruses.
4. Cleaning of the environment, including toys and equipment is done on a regular basis.
5. Laundry - soiled linen will be washed separately at the hottest wash the fabric will tolerate. We will ensure we wear personal protective equipment when handling soiled linen. Children's soiled clothing will be bagged to be taken home
6. Sleeping – Ensure children have access to their own bedding, bed/cot. Avoid putting young children to sleep on the sofa.
8. Immunisations - immunisation status will be recorded at entry into the setting, and parents/carers asked to keep me informed of further vaccinations the child may have. Parents/carers will be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

9. Meningitis - We will make ourselves aware of Meningitis signs and symptoms, which is available from <http://www.meningitis.org/symptoms> In the event of a child becoming ill , we will take the following steps:

- Ensure parents/carers have provided prior written permission to seek emergency medical assistance, treatment or advice should their child fall ill whilst in my care. Please note we cannot give permission for medical treatment to go ahead. We therefore need to ensure that we have parents/carers up-to-date contact details at all times. In a 'life or death' situation, medical staff will give any necessary treatment if we are unable to contact parents/carers.
- Request parents/carers to advise us if their child is feeling unwell or has been unwell within the last forty-eight hours, before the child is dropped off.
- Informing parents/carers of any children who might have come into contact with an infectious disease whilst in my care, whilst maintaining confidentiality as much as possible.
- Contact the parent/carer immediately should a child in our care falls ill or a health related incident occurs so we can discuss with them and if necessary, arrange for the child to be collected.
- Contact the person/s identified in the emergency contact(s) list to discuss the illness and/or arrange for them to collect the child should the parent/carer not be available
- Ensure the child is made as comfortable as possible while waiting for them to be collected by parent/carer.
- Seek emergency medical assistance, treatment or advice without first making contact with the child's parent/carer in exceptional circumstances.
- Ensure children with head lice will not be excluded, but reassurance will be required from parents/carers that treatment is taking place. Other parents/carers will be informed that there are head lice in the setting, ensuring confidentiality is maintained. Information on head lice can be found at:
<http://www.nhs.uk/Conditions/Head-lice/Pages/Introduction.aspx>

Please note: It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, we will notify Ofsted.

List of notifiable diseases

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010: (**www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report**)

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Hemolytic-uremic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease

- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

If you have any concerns regarding this policy, Mrs Yemi Abiona will be happy to meet and discuss them with you.

Working with Another OFSTED Registered childminder Policy and Procedure

Working in partnership with another local setting, such as a nursery or OFSTED registered childminder, can be a way of expanding what I offer. It also helps parents find consistency in their childcare arrangement, however working with another childminder is a great way to offer what is known as wraparound care.

I am required to take all necessary steps to keep children safe and well; and ensure the suitability of adults who have contact with children. This applies to any assistants employed. To meet the requirements of the Early Years Foundation Stage and the Childcare Register I must:

1. Ensure Childminders have sufficient understanding and use of English to ensure the well-being of children. For example, they must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene,
2. Be accountable for the quality of the work of the childminder, and must be satisfied that they are competent in the areas of work undertaken,
3. Ensure childminders follow policies and procedures,
4. Ensure childminders hold a current paediatric first aid certificate if they are to be in sole charge of the children for any period of time,
5. Ensure childminders are not under the influence of alcohol or any other substance which may affect their ability to care for children,
6. Ensure that childminders understand the need to protect the privacy of the children in my care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

