

PARTNERSHIP WITH PARENTS POLICY

The experience in my home should complement home life in the child's home as much as possible. In the setting up of any arrangement, there should be clear agreement between the parent and myself about expectations of the service I provide and the care that parents are looking for. These should include the needs of the children; the length of time of the placement; any changes in the arrangement; parental attitudes to television, sleep patterns or potty training; agreed strategies for management of behaviour; and plans for nursery or school placement.

I will ensure that there is a planned settling in period for each child in my care. As a reassurance to parents that their child is happy, there is always an open invitation to make telephone contact at any time during the day.

I will use a travelling diary as an additional means of communication between the parents and myself. This will include details from home regarding how the child has slept, is feeling etc. and then details from me about daily activities, feeding, nappy changes, naps etc. I will also speak to you at the end of each day to let you know what your child has done that day.

As part of the registration requirements I will also be recording observations on the children in my care, and this will be done using Tapestry, which is an online learning journal. Parents will be able to access their own child's data, and add their own observations if they wish to.

I will also provide details of financial arrangements for other States Departments, so that parents are able to obtain their rightful claims to subsidy, such as child care allowance and tax relief.

MANAGEMENT OF BEHAVIOUR POLICY

I have a good understanding of the limits of young children's ability to wait, share, perform certain activities and cope with the pressures of being with other children, and am aware of potential problems this may cause. Communication with parents and working together to

ensure consistency is vitally important in this area of a child's development.

My policy on managing behaviour is as follows:-

- Careful planning of the day, and simple rules which can be understood by the child, and that are consistently applied by myself, will hopefully alleviate any problems in managing behaviour.
- Providing a warm, caring environment, with plenty of activities to keep the child occupied and stimulated. I will provide a good balance of active time and relaxation time.
- To give children in my care clear and positive instructions and to make sure they know what they are doing, and clear guidelines of what behaviour is acceptable and what isn't.
- I aim to develop children's self-esteem, and although children will be supervised, I am aware that as they grow and develop, they will need to be given more independence and learn how to take responsibility for their own discipline, and learn to respect others and property.
- Good behaviour and achievement is rewarded with praise and encouragement.
- Any sanctions applied in the case of unacceptable behaviour will take account of the age and stage of development of the child. Under no circumstances will physical punishment be used, or practices which frighten or humiliate children.
- Being a good role model by being polite and courteous to others around me, and children in my care.

BITING POLICY

Children may bite for a variety of reasons, such as teething, being frustrated at not being able to communicate something, to gain attention, asserting their independence and wanting to gain control, possibly of a toy.

I will work with parents to try and establish when and why the child is biting. If certain conditions or situations trigger the behaviour, I can work with them to avoid the situations occurring. This may involve altering the child's routine, giving more one to one attention, purchasing more resources so sharing is not such a major issue, or provide suitable teething resources.

If a child bites another child in my care, the biter will be removed from the situation, and according to their age and understanding, I will explain that biting is unacceptable. I will encourage them to apologise to the bitten child.

If a child has been bitten I will make sure they are comforted and any first aid applied. However, if the skin is broken, I will advise the parents that the child will need to be seen at the A & E Department. The incident will be recorded and parents will be asked to sign it. Childcare and Early Years Service (CEYS) will be informed if the child had to be seen at the A & E Department.

EXCLUSION DUE TO ILLNESS/INFECTION POLICY

It is vital to have an exclusion policy to reduce the spread of illness and infection for both the child, and myself and my family. Children under school age pick up lots of different illnesses due to lower immunity and their inability to maintain good standards of hygiene. I am happy to care for children with minor coughs and colds, but for children who are unwell, infectious or running a high temperature, I follow the Environmental Health instructions to minimise the spread of infection.

Children in my care will be excluded for the following reasons:

- **Gastro- Intestinal illness**
Any child who has symptoms of gastro-intestinal illness (diarrhoea and vomiting), must be excluded until 48 hours after the symptoms have stopped, and the stools have returned to normal. The child must also be eating normally. This is part of an island wide exclusion policy for all children, including school aged children.
- **High Temperature**

When a child in my care gets a temperature, I will contact the parents immediately to come and collect. I expect parents to arrive within 1 hour to collect as I cannot administer Calpol or similar medication. Children will need to maintain a normal temperature without the aid of medication for 24 hours before returning to me.

- **Contagious Diseases**

Where a child contracts a contagious disease whilst in my care, they will be excluded until they are no longer contagious. The parents of other children in my care will be informed.

- **Impetigo** - until lesions are dried up and healed.
- **Cold sores** -until treatment has commenced and lesions have dried up.
- **Conjunctivitis** - until treatment has commenced and there is no discharge from eyes.
- **Head Lice** - if a child has live head lice, they will be excluded until they have been treated and there are no live lice.
- **Worms** - until treatment has commenced and bowel movement is clear.

If there is any sickness in my household, then parents will be informed as soon as possible, and parents are not expected to pay if they keep their child away because of this.

Children must be able to get through a normal day with me. It is important that parents inform me before leaving home if their child has been unwell during the night, so I can decide whether or not I am able to accept them or not.

FIRE AND EMERGENCY POLICY

All the safety requirements in line with Requirements for Registration will be adhered to at all times.

Smoke alarms are fitted on the premises, both upstairs and downstairs, and are checked weekly to ensure they are working correctly.

A fire blanket is fitted in the kitchen.

All doors and exits will be kept clear at all times.

Emergency contact details for each child in my care are easily accessible in the event of fire or emergency. Emergency contact details of parents, or persons nominated by the parents to collect, must be kept up to date at all times. The parents should advise me immediately of any changes.

I will inform you immediately of any significant incident or injury by telephone, and I will keep a written record of any accident and how it occurred. You will be asked to sign this record. I am required to inform Childcare and Early Years Service (CEYS) if your child needs to attend the A and E Department, as a result of an accident whilst in my care.

You must tell me of any accidents or injuries that your child suffers when he/she is not being looked after by me, and I may need to record this and get you to sign this record.

A first aid kit is situated on the premises, and a first aid kit is always taken on outings. I have completed Early Years First Aid Training, and this is renewed every 3 years.

SAFEGUARDING CHILDREN POLICY

My prime responsibility is to ensure the safety and well-being of children in my care. This policy is in place to protect the child and myself, and is a Requirement of Registration. I completed a foundation course in Child Protection Training as part of my registration requirements, and refresher training takes place every year.

I am aware of safety in the home and safety precautions to be taken when out of the home. Any accidents will be recorded in an Accident Log Book, which the parent will sign on collection of the child. Any injury which has occurred when not in my care must be disclosed to me, and may be recorded.

Children in my care will not be left unattended or in the care of anyone else, unless agreed by the parents. This would only be in the case of emergencies, and would be with a responsible person who has had a Police Check, for example another Registered Childminder.

Any records kept on the children in my care will be confidential, although parents are welcome to see these at any time. I will also gain

written parental permission to take photos of the children, but these will not be published anywhere.

Parents will provide me with a nominated list of people who are allowed to collect their child from my care. This may mean that I require some form of photographic ID, if the person is not known to me.

I am duty bound by Registration Requirements to act upon any suspicions I may have regarding a child's well-being. I aim to have good relationships with the parents and will discuss any concerns with them initially. However in some instances certain procedures must be followed, which includes making contact with the Multi Agency Safeguarding Hub (MASH) on telephone 449213, or seeking advice from Early Help Approach on telephone 07797 920571.

UNCOLLECTED CHILD POLICY

Children like routine and will know when to expect you. I understand there are sometimes delays in collecting your child due to unforeseen circumstances.

If I have not been notified by either parent that they will be late to collect the child, and am unable to make contact with the parents, I will take the following steps.

- Offer reassurance to the child.
- Phone emergency contacts from the child's records, and arrange for them to collect.
- I will not release the child from my care to someone who is not authorised to collect your child.
- I will continue to care for your child in my home until you, or one of your emergency contacts, are able to collect.
- If all attempts to make contact with any of the above fails, I will contact CEYS for advice.
- I will record the situation as an incident, and ask parents to sign and date this.

- I will need to make additional charges for the extra time that the child was in my care.

OUTINGS POLICY

Your child will be going on a variety of regular outings whilst in my care. These will be age and stage appropriate for all the children in my care, and are essential for a child's all round development. It is my responsibility to ensure their safety when not in registered premises.

Parent's written permission will be gained as part of the Agreement, to allow me to take their child on outings.

I will ensure that any children travelling in my car will have the appropriate car seat for their age/weight/height. These will be correctly fitted and a visual check made each time I strap a child in to ensure they are secure.

My car is well maintained, regularly serviced and my insurance company are aware of the nature of my job.

Outings may be on foot, in my car or on public transport.

A first aid kit will always be taken on outings.

A mobile phone will always be taken on outings with the child's emergency contact details on it.

I will ensure that children are wearing appropriate clothing, and have on sun protection cream when needed. I will aim to communicate in advance, via the travelling diary, any details of planned outings, where specific clothing may be required eg wellies, waterproofs, swim wear etc.

LOST CHILD POLICY

The care of your child is of the utmost importance to me, and plans and risk assessments are used to ensure they remain with me and are safe.

However, I have a written procedure that will be followed in the unlikely event that a child does get lost on an outing.

- I will immediately raise the alarm to all around me and enlist the help of everyone to look for them.
- If it is a secure area, I will alert staff so they can seal off exits, and monitor on CCTV if they have this.
- I will provide everyone involved in the search with a description of the child.
- I will ensure other children in my care are safe and reassured.

If the search is unsuccessful,

- I will alert the police and provide a full description.
- I will then alert the parents of the situation.

After the event,

- I will inform Childcare and Early Years Service (CEYS).
- Record the details in my incident book and get the parents to sign it.
- I will review my policy and procedure to establish what we wrong and how to avoid it happening again.

I take precautions to avoid situations like this happening by implementing the following measures.

- Avoid going to places that are overcrowded.
- Plan outings carefully taking into consideration the number and ages of the children I have in my care.
- Teach children about the dangers of wandering off, and advise them on what to do if they become separated from me.

PET POLICY

Children learn a lot from having contact with animals, but procedures are put in place to protect the children in my care, as I have a small but friendly dog.

Children are encouraged to treat all animals with respect and hopefully learn how to handle them correctly.

Children will wash their hands after they have had contact with any animals and told the reason why.

Children will be taught that not all animals are safe/child friendly and they must always ask an adult before touching or handling them.

Children will not be forced to interact with my dog, and will make their own choice regarding the contact they want to have with him.

Pet food will be stored safely away from children's reach.

A high standard of hygiene will be followed, with careful thought given to the placing of feeding and drink bowls for my dog.

I will explain to the children what my dog likes and does not like, and teach them when he wants to be left alone. He has his own area to relax in and the children must leave him alone when he goes to this area.

The children in my care will never be left unattended with my dog, and he will be put in an enclosed area when I am unable to supervise.

My garden will be checked every morning before the children arrive and go out to play, to ensure that no animal has fouled it.

As a requirement of registration, I will ensure that my dog has regular flea and worming treatment, and that his vaccinations are kept up to date.