

Policy and procedures

Opening times: 7.30 am 6.00 pm

Open Monday to Sunday

Except (bank holidays)

Open during some school holidays

Closed 17th February 2025 to 25th February 2025

Closed 18th August to 9th September 2025

(Staff is willing to work)

Closed 19th December 2025 to 6th January 2026

(for The teams annual leave see holiday section)

Location: Reading (RG1 7PQ)

Contact: 07472700900/0118 348 8449

Introduction

Our Mission

Understand the world together

Knowledge is not power, it is only potential. Applying that knowledge is power. Understanding why and when to apply that knowledge is wisdom. By Takeda Shingen

Our mission is to provide childcare that is flexible to the needs of busy working families, and is catered to the child's needs as decided by the parents who know their child best. We offer a personal approach, to ensure that every child is seen, heard and treated equally. We want each child to have the best start in life, so adopting a play based learning approach and providing an environment where children can develop life skills that will set them up for a life of success. We encourage imitative play through music and a resource-rich environment so children develop the social skills for the next few years in their lives.

1.0 ILLNESSES, ACCIDENTS & INCIDENTS

1.1 ACCIDENTS & INCIDENTS POLICY

Your child's safety is paramount, and we will take every measure to ensure they are protected.

However, accidents and incidents do happen and the following information details how the incident or accident will be dealt with:

As a registered childminder, we ensure to comply with all legal and statutory requirements. We have attend a Paediatric First Aid Course and hold a valid certificate. We are trained to administer basic first aid treatment should a need arise. We possess a first aid box that is clearly labelled and easily accessible in the kitchen. All parents emergency contact numbers are kept on baby days. We request permission from parents via baby days to give first aid or seek emergency treatment for their child if theirs need.

If there is an accident, we will follow the below written procedure:

We will reassure the injured child. We will ensure that the other children in our care are safe and can be observed. This may mean putting a baby in a cot or sitting an older child somewhere safe where they can be seen.

Then we will assess the extent of the injuries and if possible we will deal with the injuries carrying out the first aid procedures as trained. If not, we will ring 999 for immediate help or contact 111 for advice.

If we have to accompany or take children to hospital we will contact the children parents as soon as possible requesting that they meet me at the hospital.

If the child does not require hospital attention we will wait until the child is more settled and then we will contact the childs parents by phone or via baby days on the iPad to inform them of the accident/incident

After every accident, however minor or major we will:

complete a report in the accident book and on babys days

ask parents to sign the report on baby days and then they will receive a copy.

If the incident requires any medical treatment then we will:

Inform Ofsted (under Standard 14.3 Children Act regulation, inform Ofsted

about any significant events)

Children single point of access

Inform our Insurance Company

If an accident or incident has happened at home or at another setting we will ask parents to complete a report on baby days before letting the child in. We will also make a note of the incident or accident in our diary.

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

1.2 ADMISSIONS POLICY

As an OFSTED registered Childminder is restricted to the number and ages of children that we can care for at any one time.

We can accommodate baby age six months and over and toddlers, within my registering numbers and room capacity. We will not discriminate against children or their families for reasons such as race, religion, sex, or required needs. However, we will inform you of any changes in admissions, currently we are unable to take any more children due to already reaching the capacity set by OFSTED. Furthermore, given our flexibility as a childcare provider, once a place or extra hours arise we will email and let parents know.

We are happy to take on children with special needs, Marike is currently undergoing a level three SENCO and the childminder assistant has been on an introductory SENCO assessment, we will be doing termly SENCO networking with brighter future for children. This will help us provide adequate care the children needs. Dependent on child's individual needs we may not be able to provide one to one care) If your child has additional needs please discuss them with us first.

All children are welcome and encourage other children in our care to support us in this. We request four-week settling in period on the contract, so if any party (parents, child or team) is not happy with the arrangement it can be terminated easily. However, the 100 deposit is non-refundable this will go towards admission and admin fee. When taking on new child we take into consideration all the

children already in our care who are currently happy and settled.

Please note once we confirm start date you will be sent an invoice, requesting 100 registration fee and deposit. The deposit will be 100 per day depending on the child's confirmed attendance, for example if your child attends two days it will be 200 + the 100 registration fee.

The deposit will be refunded to you once the child leaves (however, this is subjected to whether your account is settled, and you have given the provider one month written notice. The registration fee of 100 is non-refundable. Both the registration fee and deposit are non-refundable if your child does not start. A detailed registration form and contract via baby days will be sent to you, receipt of these, a copy of childbirth certificate and the deposit will secure a place for your child.

Please fill in this deposit form and hand it in to our team, this must be completed to ensure your child space is secured. If this is not completed your space is not secured and notice can be given, and you are liable to pay the notice period. If you need financial help, please don't hesitate in letting us know. However, if notice period is not completed or paid, we will refer you to a legal team, Pacey legal team, childcare.com legal team. Please see policy and procedures for more information.

Payments are paid in advance and before or on the 1st of each month, we will arrange settling days prior to child's starting date. These settling days are free, scheduled two weeks before start date, this is where you meet staff, feel at home with us and complete your child's all about me forms. We would like to know child's routine, requirements and dietary requirements email all information to buzzingbeesme@gmail.com.

Bank details

Bank account

Name: Marike Lowe

Sort code: 20-71-06

Account: 03516725

Plan conditions

Minimum attendance are two full days, we are open Monday to Monday. All conditions are subjected

to availability. We do provide drop and collection from and to school. We currently have three drivers excluding Marike.

Waiting list

Our availability will be assessed on the ratio of children to childcare providers, taking account any leavers. We will inform you if space is available. If a space is not available your child will remain on the waiting list until a place becomes available or until you request for them to be removed and your waiting list fee refunded.

Cancelling and confirming place

Cancellation must be two months before starting: we will refund you, the deposit, if you cancel your child space two month before, we will not be able to refund you the deposit or registration fee.

Serving notice once child starts, we require 2 months' notice, which means that your contract with marike will not end until the second calendar month after the day on which you contact us to cancel your childs space. You are responsible for paying the fees during that time. All outstanding fees needs to be paid in full.

1.3 ALCOHOL AND OTHER SUBSTANCE POLICY

As a responsible childminder, our duty is to protect all children. We need to be able to respond appropriately to any issues and to ensure that we are alert to any dangers and protect your child, any staff members and visitors must not be under the influence of alcohol or any form of drugs (including some prescription medication).

If any staff member on shift is prescribed medication, other than routine antibiotics. And there is no one else to cover their shift. If needed, we will inform Ofsted who will decide whether we can continue to care for your child whilst taking the prescribed medication. Any medication that staff members need to take will be always kept high up in a cupboard well out of reach of the children.

Any staff members will not drink any alcohol during working hours or immediately before, visitors or anyone in the building during working hours. If this occurs automatic disciplinary and a referral form to LADO.

Parents

If you have been drinking, perhaps a work leaving do, Christmas party, or entertaining clients we would prefer if you arranged for another responsible adult to collect your child. Especially if you plan to drive home, please ring me in this situation, providing identification, a name and password for the person to collect, for safety reasons.

We cannot allow a child to go into a car if the driver is under the influence of drugs or alcohol. If this is found to be the case, we will make a judgment call at pick up time. We will invite you in, and we can wait for a responsible adult to take the child home.

Under no circumstances we can give your child to you under the influence of Alcohol or Drugs.

We will be happy to try your child's emergency contacts in the first instance.

We have no legal rights to withhold a child, and due to this, the above will be an appropriate course of action. Please understand the child's safety is paramount to us, should it be a regular matter or if we are worried. We may seek advice on this situation by sending in a referral form to children single point of access or in immediate danger as to drinking and driving we will have to call the police.

Drugs and alcohol are now more readily available to younger children. If we have concerns that your child may be drinking alcohol, taking drugs or smoking, we will immediately discuss it with you. We will work with you to support your child; however, we reserve the right to terminate our contract as the child has breached the code of conduct this will happen with immediate effect if we are concerned that your child may be drinking alcohol, taking drugs or smoking. We will refer you to children single point of access and if your family needs help we will help you fill out a portage or channel awareness application.

1.4 ALLEGATIONS OF ABUSE AGAINST A CHILDMINDER POLICY

As childminders, working alone or with assistance, we are more vulnerable to allegations of abuse being made against our family and ourselves.

We will take precautions to protect ourselves from this happening by:

Ensuring all household members over 16, are DBS checked and cleared.

Any regular visitors to Buzzing bees childminding setting will be asked to complete an EY2 form and then undertake a DBS check.

All training, part or full time staff who do not have a completed DBS check will not have unsupervised access to the children under any circumstances. They will always be in ear and sight view at the beginning and end of each shift.

Ensuring all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances.

Where possible, we will endeavour to arrange for any maintenance work to the setting to be carried out at weekends and during non-minding hours. But if this not possible, children will be taken outdoor or supervised at all time while maintenance undergoing.

We will not allow any visitors to take children in our care to the toilet or change their nappies.

We will request identification from all visitors not known to us and refuse entry if we are unsure.

Document every accident/incident that occurs whilst in my care, informing parents and requesting them to sign records.

Buzzing bees childminding will be noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.

Ensuring that we will always supervise children.

We are keeping accurate records on each child.

However, sometimes allegations are made, and we cannot avoid this unfortunate situation. We will then follow the procedure detailed below.

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

LADO

Ofsted within 14 days of the allegation being made

PACEY Legal Advice, business support and counselling support

Brighter future for children (child single point of access)

Citizens advice

We will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

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

We will report any allegations to the local authority designate safeguarding officers (LADO): 0118 937 2684 or

Ofsted : 0843 504 0627

If you have any concerns regarding these procedures please contact to discuss.

1.5 ASSISTANT POLICY

Marika, Georgia and Cristina is currently working with a variety of assistants. The assistants have to be approved by Ofsted by a stability check, this checks their health and other factors and have an enhanced DBS check. They hold a Paediatric First Aid training and Food safety certificate. The assistants will be expected to follow all the policies and procedures, risk assessment, code of conduct and our practices in the same manner as the childminder would. Our risk assessment regarding new assistants or volunteers, who have not had a completed enhanced DBS check, children will not be left with them unsupervised at any time and will always be in ear and sight at all times until their DBS is completed. They are not allowed to take children to toilet or outdoors without the register children always present. If we are to explore the outdoors we will all go together once completion of DBS and ofsted stability check. We will completed their observation and supervision weekly. All staff in fully insurance via pacey.

Whilst the register childminder remain and have the full responsibility for the children at all times, the assistants help to look after the children in our care by supervising activities, preparing meals, observing childrens progress, helping with their personal needs, ensure all children receive adequate one to one time and attention, and is another person keeping an eye on the children for safety and security. The assistants will also have access to all personal records regarding your child

and taking photos on the iPads which will be sent via baby days.

When the assistants are present they are included in the ratios, so we may care for more children. However, if an assistant brings their child that child is also included in the ratio. We will follow a timetable to ensure we are always in ratio of adults to children with my two under two in mind, my eldest is now eight years old.

The assistants may be left alone with children at times, they can be left alone for 1 hour and 59 minutes only. So for instance school collection and drop off times, when some children are going out while others are staying at home, when we need to attend an appointment or training. The assistants may also be the person taking or collecting children from school, taking children to playgroups, children centres, parks, etc. Children will only be transported in the assistants car if he/she is adequately insured.

They will be introduced to parents after being fully trained and vetted. We will ensure that children feel safe and secure in the care of the assistants or drivers by:

- Giving the assistants information about the child's routine, likes, dislikes, etc.

- Giving children and the assistants time to get to know each other before being left alone with them or taking care of their personal needs

The assistants will take part in safer working practices and other trainings relevant to their role in childcare.

We will monitor the work of the assistants to ensure they are providing a professional and high standard of care. We will ensure they are familiar with the policy and procedures, so they are able to follow these at all times and understand the requirements of the EYFS and childcare registers.

Childminders and assistants will continue to develop in their job role, by listening to webinars, conferences, going on face to face or online courses regarding personal development or childcare.

We will continue to stay relevant and up to date with our certification, legislations or requirements to keep providing high quality care. This information will be documented and easily accessible via excel. If any allegations have been made against the childminder or the assistant please see index

about procedures.

1.6 BABY DAYS POLICY

Baby's Days has been designed and developed to be a solution for both childcare professionals and for the parents of the children that attend the childcare setting.

Childcare professionals need the ability to gain access to their systems, data and children's information whenever and wherever they are, and parents need the ability to access their child's developmental history, daily actions and activities whilst at work, at home or on the move, this is why Baby's Days is available to use for childcare professionals and parents on all leading brands and products, including Android phones and tablets, iPhones, iPads, and of course laptops and PC's.

Marika and staff use baby days so parents can access their child's data at any time on any device, and in addition can view and sign important documents assigned to them including the childcare setting's policies, permissions, contracts and more.

Naturally, as well as the mundane paperwork side of childcare, parents also have the ability to view photographs and videos of their children.

The EYFS itself identifies the policies and procedures that childminders need to have; it also states clearly that most of these do not need to be written, childminders are expected to explain what their policies are to parents and any assistants and it is important, for example, that parents know the childminder's policies.

Baby's Days allows you to add all of your Policies to the system, the Policies can then be assigned to individual children on the system, when parents connect to your Baby's Days system they can read, agree to and then sign their acceptance of your policies, you can then show the relevant authorities this information and the proof that your parents have read and agreed to your Policies.

1.7 BULLYING POLICY

We have zero tolerance policy for bullying.

We will not permit any form of bullying in this setting, which includes:

Physical: pushing, kicking, hitting, biting and any other physical,

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

Emotional: exclusion, ridicule, humiliation, tormenting. Racism: taunts, graffiti, and gestures.

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

Bullying is a form of abuse if left unchecked, they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not having good relationships when they become an adult. Also a high chance of being radicalised, so to prevent this help and intervention is needed. So this matter will be referred to child single point of access.

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

If your child is being bullied:

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

Tell them that we care about them.

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

We will work with you to help the child develop techniques to deal with the bully, e.g., assertiveness and walking away.

If your child is the bully:

We will reassure your child that we care about them, but it is their behaviour we do not like, and we will work with them to help change this.

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

We will develop a reward structure for good behaviour.

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

If you have any concerns regarding your child, please discuss them with buzzing bees childminding as soon as possible. It is much better to deal with these problems before they become a significant issue.

But in some instances, there will be a need to look outside the setting for additional forms of support, for example mentoring, counselling, and involvement in community engagement schemes. Such support can be provided through a multi-agency safeguarding programme called Channel, chaired by the Local Authority.

Useful contact information and referral form;

Childrens Single point of Access: 0118 937 3641

Childrens Single Point of Access referral form:

Early Years Team: 01189 3736896

1.8 CONFIDENTIALITY

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

Parents will have access to their own childs records via baby days and this is password protected, they will not have any access to other children information. All documentation relating to your child is stored securely on baby days, which is not accessible to any other party.

We will not discuss your child with others unless we have permission from yourselves to do so.

However, we will divulge confidential information to Brighter future for children, children single point of access, SEND referral and Ofsted if we have any concerns that your child needs extra help or is being abused. Please see our Child Protection Policy on this matter.

You will also find out confidential information about our family and ourselves during our working relationship, and we would be grateful if you too would respect our familys confidentiality and not repeat what you have been told to other parties.

This is the basis of a professional and trustful relationship to enable your child to thrive in our care.

1.9 COMPLAINT AND COMPLIMENTARY POLICY

As a registered childminder we aim to work in close partnership with all parents to meet the needs of their children. Maintaining good communication between both parties will aid with this. Parents should 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 by frank and open discussion.

If you prefer you could set out the issue in writing, or by sending an email to us at , It is a condition of my registration to investigate all written complaints relating to the requirements of the Early Years Foundation Stage and we will notify the complainant of the outcome within 24 hours of the receipt of the complaint.

We keep complains and compliments can be made via baby days.

If we receive a formal written complaint, we will inform Ofsted within 28 days that a complaint has been made.

We will keep a digital record of all complaints and their outcome. Confidentiality will be maintained but, as required, we will provide Ofsted, on request, with a printed record of all complaints or compliments within a specified period and the action taken as a result of each complaint.

We will record the following information:

The name of the person making the complaint.

The Early Years Foundation Stage requirement(s) to which the complaint was made 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.

If the complaint cannot be resolved or if the complaint is of a serious nature and you feel you cannot discuss it with us.

If you wish to make a formal complaint, you can contact the Ofsted Complaints and Investigation Unit on the below contact details:

We have also added if you wanted to seek advice before contacting Ofsted please see, The early years team or Brighter future for children.

Contact number 0300 123 1231

Email address enquiries@ofsted.gov.uk

Address:

Ofsted

Piccadilly Gate

Store Street Manchester / M1 2WD

You can also talk in confidence to: PACEY 0300 003 0005

or

The Early Years Childminding Team 01189088260

COMPLIMENTARY

We will send you a feedback form via baby days, this form is just to help us and you with concerns or queries. You may answer the questions or add comments, as we are normally very busy, sometimes we have questions and want answers, but don't get the chance or forget at the door. This gives you the platform to write and gain a response in a timely manner. Otherwise feel comfortable to send an email or call us in an emergency. The feedback or compliment being good or not so great, helps us work efficiently for you and your family. Gives us opportunity to improve and make our

1.10 CURRICULUM 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.

We will strive to provide your child with an environment that will be

caring, fun and stimulating. We will implement ideas from the Early Years

Foundation Stage and includes:

CL- Communication and Language.

EAD - Expressive Arts and Design

L- Literacy

M- Mathematics

PD - Physical Development

PSED - Personal, Social and Emotional Development

UW - Understanding the World

These activities will include but are not limited to:

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.

A practitioner must be able to observe and respond appropriately to help them progress. We will regularly observe your child and make records, these will enable us to make plans on how we can help your child move onto the next stage of their development.

If there is a particular activity that you would like us to do with your child, please let us know. We are very happy to support activities that you are doing at home or events that have happened. For example if you have been to a wedding we can continue this theme by providing

the children with material to use as wedding clothes and help them understand through books and other resources. An outline of each days activities will be displayed on my notice board in the WhatsApp group for you to read when you have availability. You can connect to the Baby's Days system and see a detailed journey of your child's learning and development, this can be found within the Progress section on the system, this section details all the observations, next steps, achievement dates and photographs of your child's development.

1.11 CHILD PROTECTION POLICY

My responsibility as a childminder is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by the Berkshire Safeguarding Childrens Board.

We have received training in line with the guidance and procedures of the Berkshire Safeguarding Children Board on Child Protection. We are aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect, these may include:

Significant changes in childrens behaviour

Deterioration in childrens general well-being

Unexplained bruising, marks or signs of possible abuse or neglect

Childrens comments which give cause for concern

We have a copy of and we are familiar with the advice and procedures contained in the latest child protection publication Working Together to Safeguard Children 2015

If we have reason to believe that any child in our care is being abused in any way we will report the matter to the; if a child was considered in immediate danger we will call the authorities straight away.

Childrens Single point of Access: 0118 937 3641

Childrens Single Point of Access referral form:

We will inform Ofsted within 14 days of any allegations made of any serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) and of the action taken in respect of the allegations.

Under these circumstances we will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested.

We have a role in ensuring that instances of FGM are flagged and dealt with as a safeguarding issue,

enabling appropriate action to be taken by the appropriate agencies.

FGM Helpline: 0800 028 3550

Email: fgmhelp@nspcc.org.uk

For more information visit the NSPCC website.

CMulti-Agency Statutory

Guidance on FGM

Home Office Resource Pack

Home Office Resource Pack

Please see my Allegations of Abuse Policy regarding how we protect ourselves and family from allegations being made against us.

If you have any concerns regarding this Policy please discuss them with us.

2.0 DATA PROTECTION

On the 25th May 2018 the General Data Protection Regulation came into effect and became law which will impact all businesses including the Early Years sector. As a child care provider we must be compliant with all new legislation that comes into force and we must meet these new requirements.

The GDPR has been brought in to reflect more modern times including the electronic process we use to collect and store data. It is also to give individuals greater control over their own personal data.

However it is not just for those who use modern technology, the law affects any business which uses a highly structured filing system, in short any setting that needs to process and store personal data as part of their responsibilities. Personal data includes any data which can identify a person

including but not limited to; names, addresses, invoices, date of birth and email addresses. GDPR uses two terms, the controller and the processor. The controller determines the purpose and the means of personal data. The processor processes data on behalf of the controller. As childminders we will always be one or both of these.

The GDPR Principles are as follows:

1. Processed lawfully, fairly, and in a transparent manner.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant and is limited to what is necessary.
4. Accurate and where necessary kept up to date.
5. Retained only for as long as necessary.
6. Processed in an appropriate manner to maintain security.

Lawfulness of Processing Data

1. Consent of the data subject.
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purposes and legitimate interests pursued by the controller or a third party.

Consent

All consent to collect or store data must be freely given it should be unambiguous. Consent can be withdrawn at any time. Consent must now be freely given so pre ticked boxes will no longer be used; in short people must now be able to opt in rather than opt out. As a child care setting we are already

bound by the regulations set by the Information Commissioner's Office (IC) and pay our yearly fee to ensure all our data is protected by the laws of the country. Retention Periods this remains unaffected by the GDPR, and we must continue to store personal data for the specified length of time. We only hold what is absolutely by law required to keep, if we have other information you as the parents have the right to request it or request for it to be destroyed. Retention periods change so please get in touch if you would like to know what the current regulations are regarding of personal data. We also must ensure we keep up to date with the latest retention regulations. Any Data we collect must fall into one of the 6 Lawfulness of Processing Data categories. If it does not we can ask you for explicit consent, which you can withdraw from at any time. Of course there will be some Acts which we must adhere to over and above GDPR; one example of this is the Children's Act.

Data Breaches

We will be obligated to notify the ICO of a data breach within 72 hours of becoming aware of the breach. We understand the huge fines in place for failing to follow correct procedures for a breach in data.

2.1 DEPARTURE POLICY

It is always sad when it is time for a child to leave the setting.

We hope the child will have enjoyed the time they have spent with us and takes away some happy memories. We hope the child understand that their a superstar and unique in every way. With this in mind we feel it is important that all the children have the opportunity to say goodbye in a fun way. If possible, we like to organise a special leaving party for the child or if leaving to start school we will prepare a graduation ceremony. This gives the other minded children the opportunity to make a goodbye card/gift if they wish to. It is also a good time, providing parents are happy for their child to do this, for the children to swap contact details (address, phone numbers, mobile numbers, email address) so they can stay in touch.

When the day comes that a child departs a childcare setting, we will provide you with a folder containing the child's artwork, photographs, records of activities, etc. However, we will need to retain

original paperwork (contracts, permission forms, etc) and a small amount of the child's artwork and photographs as OFSTED make request to see this during an inspection.

Upon departure, parents need to give Marike Lowe a written four week notice in advance.

If notice is given and it occurs to be shorter than four weeks, parents are still liable to pay full fees.

We have a small community and we do ask if parents stay in touch, it is great for the child to retain the link and we would love to hear how the child is progressing.

Departing parents to sign a form or send an email saying that our contract has now been terminated and that the last day of minding was.... This is for the Inland Revenue and for account procedures.

2.0 DISCIPLINARY AND GRIEVANCE POLICY

Our disciplinary action is in response to an employee misconduct, violation of our policy and procedures, code of conduct, risk assessment or poor performance. Depending on the severity of the case. A disciplinary action can take different forms, a verbal warning, then written warning or lead to a dismissal. This process is subjected to investigation and this will be done in a timely manner. Depending on the severity of the investigation, the correct authorities will be notified and referrals made see Allegations against childminder policy and our child protection policy.

As a childminder, you work closely and everyday with an assistant, this can be time consuming and very exhausting.. We will ensure to check the assistant well-being and help with work load. However, if we are unable to and an employee or assistant has concerns. We will help and investigate this situation, this will be in the form of a grievance. The process starts by discussion of the issues and check how we can help, looking back at supervisions and weekly discussion to see if they all have been met and what is left to do. Seek courses to help them or give time off. If this does not help maybe speak about career choices and pathways.

2.1 DROPPING OFF AND COLLECTING POLICY

Buzzing bees childminding would like to be informed in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early, we may not be ready to care for your

child.

On arrival, children will be recorded in the attendance register diary and on baby days.

We will only release your child from our care to adults you have given written permission, identification and a password to collect.

Therefore, you will need to provide us with a list of people authorised to collect your child(ren).

It would be helpful if they are not known to us, including a description or a photograph for me to keep on file.

We will ensure that children do not leave the premises unsupervised.

In an emergency, we can operate a password system where you can send someone not authorised to collect your child but who can give the password. Please discuss this with us 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 running late.

We know sometimes delays are unavoidable, mostly if you are relying on public transport.

If you are delayed, for whatever reason, please contact us and let us know when you expect to arrive.

We will generally accommodate the additional care; however, if we were unable to, we will contact other adults from the authorised list and arrange for them to collect your child.

We will reassure your child that you are on the way and if necessary, organise additional activities.

If we have not heard from you and are very late, we will contact you. We will also attempt to contact the emergency numbers provided.

If we were unable to contact anyone, we will call and send in a referral form to child single point of access but this only if the situation continues or child have been forgotten on many occasions.

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

If kids are not drop off before 7.30 am as we leave to go on school run and collections. Parents will

have to wait until we return at 9 am.

Pick up is at 6.00 pm and late fees are 15 every 15 minutes. For example, if you arrive at 6.16 pm, the charge will be 15. This will be given to you on a payment slip at the front door. Please advise this payment is paid to the staff in cash and not to the company.

For those who comes early, Marike will collect all children on her way to do the school run and return home to meet with the assistant.

2.2 EMERGENCY EVACUATION PROCEDURES

This procedure is developed in order to give clear guidance on how to evacuate the home in the event of an emergency. Emergency is considered if there is an immediate danger for the children, childminder, assistant, or any visitor who may be on the premises. This could be any of the following: fire, gas leak, flooding, earthquake, war.

We will undertake monthly evacuation practices with children, so they will not be alarmed in the event of the situation being real. The drills are to be carried out on different days and times of the week to ensure all children practice. The details are to be recorded in the fire/evacuation log on baby days.

The following steps are to be followed:

Shout three times FIRE, FIRE, FIRE and Blow the whistle

Evacuate the children using the safest and nearest exit available (two fire exits)

Ensure to take:

- Emergency contacts on baby days which is located by the front door
- Attendance Record for the day (Printed and by the door)
- Mobile phone (in safe but easily accessible to retrieve)
- Assemble at the front of the house in the car park. (kids are learning to stand in a line and follow the leader)

Contact the emergency services

Comfort and reassure the children

Arrange safe place for the children to stay until parents can collect them

Follow the instructions of the Emergency Services

Do not return to the building until the Emergency Service has said its safe to do so

2.3 EQUAL OPPORTUNITIES POLICY AND PROCEDURES

The EYFS seeks to provide equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Page 5 of the Statutory Framework for the EYFS 2014 Providers must follow their legal responsibilities under the Equality Act 2010 (3.58)

Providers must have arrangements in place to support children with SEND or special needs. (3.67)

We are committed to provide equality of opportunity and anti-discriminatory practice, ensuring every child is included and supported.

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

We have a legal duty under the Equality Act 2010 to be inclusive and offer an inclusion provision to children and their families. The Act incorporates the Disability Discrimination Act (1995) stating that children with disabilities must not be treated less favourably than children without a disability. Reasonable adjustments will be made to enable children with a disability to participate.

Children learn from an early age to value diversity in others and grow up making a positive contribution to society.

We will meet the individual needs of all children by:

Valuing each child for whom they are and recognising differences; so they feel understood whatever their ability, ethnic background or gender.

Valuing each child's culture by making connections between experiences at home, my setting and the wider community.

Talking to parents and/or carers about their child's progress and development, planning appropriate

support where identified.

Delivering personalised learning, development and care to help children get the best possible start in life.

Children who have special educational needs or a disability will be included, valued and supported by identifying the need for additional support as early as possible:

We are aware of specialist help available from the Brighter future for children and Early Years SEND Advisory Service contact number is; 0118 937 4981, , or

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 put into practice the 0-25 Special Educational Needs and Disability Code of Practice; using the graduated response for identifying, assessing and responding to childrens special educational needs. I monitor the effectiveness of my inclusive practice by:

Listening to and valuing all children in my setting, ensuring they have a voice.

Observing children in my setting and assessing whether the learning environment encourages inclusive practice.

Ensuring my knowledge about different cultural groups is kept updated..

Actively avoiding gender stereotyping and challenging any expression of prejudice or discrimination by children or adults.

value diversity and difference by:

Being positive about differences between people and support childrens acceptance of difference.

Celebrating and valuing cultural, religious and community events and experiences.

Providing books and resources which represent childrens diverse backgrounds and which avoid negative stereotypes.

Strengthening the positive impressions children have of their own cultures and faiths, and those in

their community, by sharing and celebrating a range of practices and special events.

Visiting different parts of the local community.

Providing role-play areas with a variety of resources reflecting diversity.

Sharing stories that reflect the diversity of childrens experiences.

Taking reasonable steps to provide opportunities for children to develop and use their home language in play and learning, supporting their language development at home. We must also ensure that children have sufficient opportunities to learn and reach a good standard in English language.

Under the requirements of the Childcare Register childcare will be accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met; and not refuse to provide childcare or treat any child less favourably than another child due to their race, religion, home language, family background, gender or disability and/or learning difficulty.

We must consider whether a child may have a special educational need or disability which requires specialist support. We will link with, and help families to access, relevant services from other agencies as appropriate

With the help of Brighter future for children and the SENCO level 3 training we will review and evaluate the effectiveness of our inclusive practice.

2.4 FIRE EVACUATION PROCEDURES

This fire procedure is designed for this home only and will be introduced to all adults/children who are working or visiting the premises.

As responsible childminder we will conduct regular risk assessments of the setting and take preventative action to ensure that the possibility of any fire within the property is mitigated.

Some of the preventative measures we take includes (but are not limited to) the following:

Never have open fires whilst caring for children

Never use candles or any other kind of naked flame (electric hob)

Ensure electrical wires are safe.

Minimise the use of the oven hob (using the microwave or air fryer)

Ensure no flammable materials are kept or placed next to naked flames.

Never allow anyone to smoke in my setting.

Ensure matches and lighters are stored securely out of the reach of children.

Check the smoke alarm works correctly on a regular basis

Carry out fire evacuation drills with the children

fire blanket in kitchen

In the unlikely situation that a fire does occur we will take the following action:

1. There are two fire exits front door and back door leading into the garden but you can exit from the side exit of the garden. Which leads you to the front of the house.
2. The door must be shut closed and all gaps covered with blankets/towels as to prevent fume and flames to reach in until the arrival of the fire brigade
3. All children should be trained regularly on fire evacuation procedure. They should recognise that on hearing the word: FIRE, FIRE, FIRE three times and the whistle blowing, they have to line up and follow us strictly.
4. All training undertaken on fire evacuation procedure should be recorded on baby days
5. Fire information on baby days should also contain weekly ratio, weekly attendance record and emergency contacts and must be placed near the fire exit
6. We do our register in the car park facing the house, this is if it is safe to do so. If not safe please go into second car park left of the house. 17 Foxglove Gardens RG1 7PQ.

On discovering a fire, out of control we will have to evacuate the children first to a safe place and then to contact the fire brigade. We will take the iPad which is always by the front door, when leaving the property. Parents should be informed about the situation once the fire brigade is contacted.

2.5 GARDEN PLAY AND EQUIPMENT

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

In the garden we 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 the garden a safe environment and to reduce the risk of possible accidents we have the following procedures in place:

All minded children will be supervised by a suitable and enhanced DBS checked 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 in the park.

Sandpits - Provide great play and learning opportunities, however, they can also pose several health and safety risks.

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

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

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

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

We will dispose of spilt sand.

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

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

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

If you would like your child to wear a hat whilst playing in the sand then please let me know.

Skipping Ropes - There have been several serious incidents involving skipping ropes and we have, therefore, decided to follow the guidance from the British Heart Foundation's booklet 'Active Playgrounds, A guide for Primary Schools' Safety considerations

Footwear : kids will need to wear supportive footwear. Children may need to be encouraged to wear trainers for playground skipping if their outdoor shoes are not considered to be safe.

Space: Children need to be made aware that they require adequate space all around them to be able to swing the rope without making contact with other ropes or skippers. A designated playground area is, therefore, advised and other non-skipping pupils should also be made aware of the dangers.

Clothing : sensible, loose-fitting clothing which allows free movement of the legs and arms.

Weather conditions: Certain wet playground conditions or very hot weather may be considered unsafe.

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

Rope length: For individual skipping, when children stand in the their outdoor shoes are not considered to be safe. Pinch the middle of the rope and pull the handles upwards, the rope handles, should reach the armpits. They can be shortened by tying knots at each end just below the handles.

Inappropriate use of the ropes : Children need to be made fully aware of the possible dangers of not using the ropes appropriately and correctly. In some cases, adult supervision may be necessary.

Paddling Pools - Children can have great fun using a paddling pool and it can also support their

development in a variety of ways.

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

If a child needs the toilet then all children will come out of the pool and come inside with me.

If the doorbell rings again all the children will come out of the pool and come inside with me.

I will take my phone outside with me

I will take enough towels and spare clothes outside.

The pool will be immediately emptied when not in use.

The pool will be refilled each day when in use.

We will support the children to learn about water safety.

We never make a child go into the pool if they don't want to but will provide activities they can do in the pool area.

I request that parents inform if their child has a verruca

2.6 HEALTH, HYGIENE AND SAFETY POLICY

Your child's health and safety are important to us, and we have documented the following procedures that we have in place to support this.

All toys will be checked and cleaned regularly to ensure they are safe for your child to use.

We will remove any broken or hazardous toys immediately. Children will only be offered toys and resources that are suitable for their age/stage of development.

We have a cleaning routine daily and, in the evenings, to ensure all toys and touchable surfaces are cleaned and ready for the morning.

We will do a risk assessment of the premises every morning before the children arrive to ensure a safe and secure environment for your child.

We have procedures in place in an emergency (see policy 3.13 Fire & Emergency for detailed information).

We will report and record any accidents/incidents.

We will immediately remove any hazards or faulty equipment. If this is not possible, we will directly contact the relevant body for assistance. We will ensure the children do not have any contact with this area until resolved.

We will keep the kitchen very clean, following hygienic guidelines on storing food, keeping the fridge at the correct temperature.

It is cleaned and restocked every Friday.

We ensure that the children do not have access to any waste, bins are emptied daily and used nappies are wrapped in nappy bags and placed in the outdoors rubbish bin.

We do not permit smoking on the premises.

We have a child protection guideline in place.

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

We will have emergency contact details with us always should we need to contact the parents.

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

We will not restrain a child but refer back to our behavioural policy, they are putting themselves or others in immediate danger, e.g., running into a road.

If you have any concerns regarding your child's health and safety, please discuss them with Buzzing bees childminding.

CLEANING

The Health and Safety of all children and people who stay or visit my house is paramount to me. Therefore we have to documented the following procedures as to ensure that the environment is maintained safe and free from hazards at all times.

Children cutlery, forks, knife and spoon or stored in a zip lock bag, labelled with their name and kids have different colour utensils.

All toys are checked and cleaned regularly to ensure they are safe to be used. Any broken or

hazardous toys are removed immediately. Children are only offered toys and resources that are suitable for their age/stage of development

We do a quick risk assessment/health and safety check list of my home every morning before the children arrive to ensure that it is a safe environment for minded children, parents, visitors and my family and me.

All plug sockets not in use are out of the reach of children.

All equipment is checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example, oven, highchair and pushchairs.

Car seats are checked regularly to ensure they are correctly fitted. I never use a second hand car seat, as I do not know the history.

My car is regularly serviced, MOT checked and insured. I keep the safety locks on the back doors working.

We use safety equipment appropriate for the children in my care, safety gates etc. these are checked regularly.

We keep my front door locked with the keys on a hook up high to prevent the children opening the door to strangers.

We have procedures in place in the event of a fire (see separate policy)

We keep a fire blanket in my kitchen in the event of emergency

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

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

We do not permit smoking in my home (see separate policy)

We follow strict hygiene guidelines to prevent contamination (see separate policy)

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

Children must stay with me when we are away from home. Younger child will be buckled in a pushchair, older children will either be on a harness or wrist strap, and holding onto my hand/pushchair.

We have emergency contact details with me at all times should we need to contact the parents.

We work with parents to teach the children about safety issues like crossing the road and stranger danger.

We work with parents to teach the children about making healthy food choices and physical exercise.

Sleeping children are regularly monitored, we use the camera in the room and also the baby monitor to check room temperature.

We discourage the children from keeping secrets

Hygiene practice

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

We will assist children with washing hands, ensuring that they are washing and drying them correctly.

We will provide paper towels and fresh hand towels in the bathroom every day.

We will assist children with wiping their noses when they have colds and teaching them how to blow their noses.

We will explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs.

We will also encourage them to put their hand over their mouths when they cough.

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

We will disinfect the changing mat in-between children. We will follow strict hygiene routines in the kitchen, ensuring the fridge is at the correct temperature, and all food expired disposed of and is

stored correctly.

To carry out these procedures effectively, we will need you to provide us with enough resources, such as labelled cream, and spare clothes. We also request that you let us know how your child is feeling or if they have been unwell. It paramount you make us aware of any illness before attending the setting so we can ensure the child is comfortable if they needed to be collected.

2.7 HEALTHY EATING POLICY

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

We encourage children to choose healthy options and to experiment by trying new foods from other cultures. Older children are encouraged to help in the preparation of food and meals. We are happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements. If your child has any particular dislikes or favourite dishes please let us know.

We will never offer fizzy drinks to children and always provide fresh drinking water, and full fat milk.

We do not encourage children to eat sweets; however I do sometimes offer sweets for special occasions.

The menu is planned monthly and is arranged according to any dietary / allergy requirements, or cultural / religious beliefs. The menu cover all six main nutritional groups:

Cereals

Potatoes and sweet potatoes

Rice and pasta

Fresh fruits and vegetables

Meat, fish, eggs, chicken

Milk and dairy products

Added fats butter and sunflower oil

Sugar and honey

The weekly soon to change to monthly menu is available to download from baby days.

We provide five meals a day: Breakfast / Snack before lunch / Lunch / Afternoon snack/Dinner/fruit or pudding. We will record what your child has eaten and add it to the daily notes on baby days.

Fruits will be cut smaller so children can eat and we avoid any choking hazards. While children are eating we are to be in the kitchen with them watching at all times.

2.8 HOLIDAY POLICY

Buzzing Bees Childminding will be closed 8 weeks a year. This is because we must take annual leave by law.

The dates will change on yearly basis, dates can be amended but only if requested in advance and all parties agree.

This year annual leave is as follow:

Half term

29th April to 6th May (staff work 3 days so off 3 days)

Summer Holidays

19th August to 10th September (3 weeks) Closed

Christmas Holidays

20th December 2024 to 7th January 2025 (2 week)

We will be closing early before Christmas as less kids attend.

6th January Staff training and 7th January 2025 (reopen)

Charges are as follow for taking holidays:

Holiday fees have been deducted for the holiday period and you should pay as normal. This is even when you are on holiday. Please fill in the Holiday notification form and hand it in to our team, this must be two weeks or more prior your holiday. Fees are still payable and in advance. If you have not paid, you will be charged a late charge or given notice. The fees are payable because we secure a space for your child once you return from holiday, it is to cover cost, which includes staff, setting and resources.

2.8 LATE PAYMENT OR COLLECTION

Marika Lowe is a registered childminder love caring for children and supporting their development. However, it is our chosen career and business. Like you, we have bills and expenses to meet each month and this requires a regular income.

We would be grateful if you could ensure that you are prompt in paying your monthly invoice (please can this payment be made by the 31st or 1st of each month).

All services are paid for a month in advance in full before services commence. Otherwise, we will provide no care.

If we have not received any payment within seven days of the due date, we will issue you a polite reminder.

If we have still not received any payment by the 10th day following the original due date we reserve the right to make an additional charge, 10 charge for each day the invoice have not been paid also an additional late payment fee, at the end of the month of 15 to cover any admin or bank charges we may have incurred.

If by 30 days, we still have not received a payment we reserve the right to cease minding your child with immediate effect and seek legal advice from the National Childminding Associations Solicitors.

This may result in you being summoned to attend a hearing at County Court, and if the judge finds in our favour, you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are now struggling to make payments, please let us know to make suitable arrangements. It may be that you are now entitled to additional funding through the childcare element of the Working Tax Credit, Universal credit and any other benefits. (If this is the case, please make buzzing bees childminding aware and we can work together to arrange a better-suited payment plan or routine).

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

If kids are not drop off before 7.30 am as we leave to go on school run and collections. Parents will have to wait until we return at 9 am.

Pick up is at 6.00 pm and late fees are 15 every 15 minutes. For example, if you arrive at 6.16 pm, the charge will be 15. You will be given a late collection slip and this is paid to the staff cash only.

Changing and cancelling school drop off or pick up needs to be done 48 hours in advance, this gives Buzzing bees childminding time to allocate, rearrange driver or walker for the children. If sufficient notice is not provided full fees will be charged.

We will advise parents as soon as we can if we cannot provide a service and who will take over if we are unable to. We advise parents dependent on the nature of the closure fees are still payable and charge but will be discounted for any inconvenience the sudden closure may have cause.

2.9 MANAGING BEHAVIOURS AND OUR HOUSE RULES

As a childminder, our primary aim is to deliver high quality of service. We recognise the benefits of providing a happy, safe and pleasant environment for all children and parents. We would like all children to feel welcome in our home and would not tolerate misbehaving of any kind. We would like to define what challenging behaviour means by citing Lee and Marlene canter 1979, theory on Assertive Discipline states that rules and behaviour expectations must be clearly stated and enforced. Teachers are never to threaten children, but to promise fair consequences for improper behaviour.

Rudolf Dreikurs 1972, believed that discipline is based on mutual respect, which motivates students to behave constructively because of their high sense of social interest and that all humans have a primary need to belong and feel part of a group and that all students desire to feel they have value and to feel they can contribute to the setting. He called this need to belong the genuine goal of human social behaviour. Dreikurs believed that when children are not able to gain their genuine goal of belonging they turn to a series of mistaken goals. Mistaken goals are defined as attention, power, revenge and inadequacy. This is when children misbehave.

In order to achieve high standards of care, we set out house rules which will help manage the behaviour of all children in our care. Understanding childrens need clear and consistent boundaries in order to model the expected behaviour. We believe in endorsing positive intentions for childrens

development rather than control. We do not, and will not, administer physical or any other form of punishment with intention of causing pain or discomfort, nor any kind of humiliating or hurtful treatment to any child in our care.

PROCEDURE

We keep up to date with behaviour management issues and relevant legislation by taking training (when needed) and by reading relevant publications, such as Child Care Magazine, Practical, Professional Childcare and Who Mind

All parents receive a copy of Managing Behaviour Policy during their initial visit. Parents are given opportunity to read and discuss methods to manage childrens behaviour. Wherever possible we try to meet parents requests for the care of their children according to their values and practices. Records are updated during regular review meetings with parents.

We work together with parents by offering termly review meetings as to ensure there is a consistency in the way the children are cared for. We consider a consistent approach benefits the child's welfare and helps ensure that the child is not confused. During the meetings we discuss with parents their child's care and any issues or concerns, preferably when the child is not present. If we do not share the same first language as the child's parent, we will find a way of communicating effectively with them. This may include seeking guidance from our local authorities, PACEY or Reading Family Information Services team.

Parents are informed about our expectations to notify me of any changes in the child's home circumstances, care arrangements or any other changes which may affect the child's behaviour such as a new baby, parents separation, divorce procedures, bereavement, new partner, etc. All information shared will be treated according to the confidentiality policy unless there appears to be a child protection issue.

OUR STATEMENT:

We aim to be firm and consistent so that children know and feel secure within the boundaries we set. We will ensure all involved with children's care to follow same/similar approach.

We will keep my expectations of childrens behaviour realistic for each individual child.

We endeavour to see behaviour as part of the growing and development process and will observe closely what triggers a childs negative behaviour.

We will help children understand what positive behaviour is and will make sure never to label them when discussing negative behaviour.

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

We will use distracting and re-directing childrens activities as a way of discouraging unwanted behaviour.

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

We will help children maintain their self-esteem by showing disapproval or ignoring their bad behaviour not the child themselves.

We 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. All significant incidents are recorded in an incident book and will be shared and discussed with the parents of the child concerned so that any behavioural issues will be resolved together.

If we have concerns about a childs behaviour which are not being resolved, we will ask for permission from the parents to talk it through with another childcare professional. We may contact PACEY, the NSPCC, health visitor or the local early years team (or other relevant advice service) for confidential advice.

Concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

We encourage appropriate behaviour by:

Setting a good example, we aim to be a positive role model as children copy what they see. Children learn values and behaviour from adults.

We readily praise, approve and reward wanted behaviour, such as sharing, to encourage it to be

repeated. Using praise helps to show that we value the child and it helps to build their self-esteem.

We praise children to their parents and other people when they have behaved as expected.

We try to be consistent when saying no and explain reasons why it is not appropriate and considered unwanted behaviour.

Our expectations are flexible and realistic and are adjusted to the age, level of understanding, maturity and stage of development of the child.

We try to involve children in setting and agreeing house rules.

House rules

The following house rules have been developed to encourage positive behaviour.

We do not swear, call each other names, fight, and bite or deliberately hurt anyone else.

We share toys, games, books and help to tidy them away when we finished playing.

We are kind to each other

We talk nicely to each other and treat each other the same

We use manners

We eat and drink at the table or in the high chair to help keep the house clean and to avoid accidents

We never damage other peoples property

We keep the air free from smoke.

We always take our shoes off inside

We always wash our hands before meals.

We take care of the toys, furniture and other equipment.

Children are guided away from doing things which:

are dangerous or hurtful or offensive to someone else

are dangerous to the child

will make the child unwelcome or unacceptable to other people damage other peoples property

Biting

Staff next step to go on biting prevention course.

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

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

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

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

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

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

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

If the biting does not stop with the help provided, we may have to place the child on a development programme.

The development programme will include goals and objectives for the child. Parents and key workers will have access to the programme via baby days, we will work together to ensure the child achieves

their targets. However, if children show no interest in developing our next step is to acquire a specialist and if this does not work parents will have to consider another setting.

This will be monitored daily, weekly and monthly.

2.10 MEDICINE 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:

We will discuss with parents the administration of medication and will obtain written permission for each and every medicine to be administered while the child is under my care, including non-prescribed medication, such as Calpol and Nurofen by sachets.

We will keep a record on baby days of all the medicines (prescribed and non-prescribed) that are stored at my premises in the first aid cupboard

Although we will have a signed permission from parents on baby days to administer medication, we will inform the parents when a medicine has been administered including the time and dosage.

We will record all medication administered in diary and request a parental signature on baby days.

All prescribed medication must be in its original bottle/container and not decanted. It must be clearly labelled with your child's name, dosage, frequency, duration and the details of the doctor/pharmacy.

If your child has a self-held medication (inhaler), please discuss it with me and ensure to provide an additional one to be kept at my home. This is to prevent incident in case the medication is forgotten.

If your child has acute allergies and needs an epipen or other medication, please discuss it with me, as I may need additional training

If the administration of the prescribed medication requires technical/medical knowledge then I will attend training from a qualified health professional. The training should be specific to the child in question.

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

We must be informed of any medication given to your child prior to arriving into my care. I must

receive a written note containing details about the medication, the dose and the time when it was given. This will help me identify if your child is having an allergic reacting to the medication.

We All medication will be stored and kept strictly in accordance with the product instructions and in the original container in which it was dispensed.

If we have a child in my care with long term medical needs then I will ensure that I have sufficient information about the childs medical condition and will work in partnership with parents to assist the administration of any prescribed medication.

2.11 MOBILE, PHOTO AND CAMERA POLICY

Use of Mobile Phones, photos, Watch with a camera, Ring camera, ring doorbell, Alexa, iPads and Cameras

We understand that if we store personal details about other people on the computer or any digital format (including photos on digital cameras), we will need to notify the Information Commissioner's Office (ICO) that we are a "data controller" for data protection purposes.

As a registered Childminder we recognise that it is important for me to be able to communicate with parents instantly. However, between the times of 7.30 am to 6 pm we will use the iPad to communicate to parents, please see baby day policy for more information. We use marke mobile in case of any emergency but during the day all mobile phones are kept in a safe and that safe is locked, the safe is located on top of a shelve and in front of two cameras. If we are out, we will take our phones but use baby days on our phones to take pictures and communicate with parents. The ring camera has motion detectors and record only once movement is detected. This footage is only kept for 30 days and it can be saved if that footage or motion is available. Cameras are located at the front door, in the living room, in the kitchen, in the garden and at the side of the house , ring located upstairs in childrens sleeping area but this can be plugged in or out. Ring camera is available on the iPad and accessible to staff. iPad is password and touch protected. Alexa is only used to set timers, play music or tell a story, cameras on Alex are all switched off. We use the ring camera and a baby monitor in sleeping area to monitor sounds and temperature in room.

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 only 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 my care with the following procedures:

Ensuring that ALL visitors to my home during Childminding hours are asked to leave their mobile phone in a safe storage area

Ensuring that any Assistant working with me will leave their personal phone in a safe storage area

Ensuring my phone is kept out of the reach of children

Permitting children from the age of 11 years (agreed with parents) to have their phone but while in our care phones will be kept in the safe until collection.

Apple Watch disable camera during working hours, the watch is connected to phone and only uses for emergencies.

Taking of photos with a Mobile Phone, iPad or Camera -

The use of photos to support observation, assessment and planning and to provide a pictorial record for parents has become part of my practice. To ensure that everyone in our setting is protected we have the following procedures in place:

Pictures are taken by staff but on the iPad, these pictures are uploaded onto baby days which parents see instantly. Parents all have login details and have given permission by registering to the app on their phone or other forms of technology. We have also requested parents sign a permission slip if they are willing for photos of their children to be used for: sharing with them; supporting Observation, Assessment & Planning; childrens records; advertising (in which case how and where)

We will avoid putting ourselves into any compromising situation which could be misinterpreted and lead to possible allegations.

Pictures are taken on the iPad and added straight to children profile, pictures can be taken on your phone via baby days and add straight to childrens profile. This is done if we are attending out doors. Only people with permission is Marike and Georgia to do this via baby days.

2.12 MISSING/LOST CHILD

Your child's care is paramount, and we will always try to ensure that they remain with us and are safe. (We will ensure they wear a Hi-Vis vest or a Buzzing bees childminding T-shirt with our contact information and they will also be educate to understand what they need to do if they were to lose us or get lost. Please practice this at home.

How to stay safe, stranger danger, teach them how to use a payphone, and learn your full name, phone number, and address.

However, sometimes children can become 'lost' in busy places. Therefore, as a responsible childminder, we have written procedure and practice this in the unlikely event of this happening.

We will immediately raise the alarm to all around us that we have lost a child and enlist everyone's help to look for them.

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

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

We will reassure the other children with us, as they may be distressed.

We will alert the police and provide a full description of the situation and the missing child.

We will then alert the parents of the situation.

We take precautions to avoid situations like this happening by implementing the following measures:

Prepare a risk assessment of the places we will attend in advance

Ensuring the children hold one of the staff members hand or the pushchair whilst we are out.

Avoid going to overcrowded places.

On outings, the children wear Hi-Vest or T-shirts with our contacts on them. High visibility vest with my business name, contact number and email.

We teach the children about the dangers of wandering off and of talking to strangers.

In working as a community to support children understanding about their surroundings, we ask parents to practice safety outdoors and please practice at home, when taking children out.

2.13 OBSERVATION, ASSESSMENT, PLANNING AND PAPER POLICY

Guidance to the 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

Depending on the age of your child we will either be using the Birth to three matters framework or the Foundation Stage Curriculum to support our work.

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

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

3.0 OUTING RISK ASSESSMENT

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

In order to do this we will ensure that:

Go and do a risk assessment evaluation on the location we intend to take the children.

We endeavour to organise outings to fit in with the needs of the children and any theme weeks we may be having.

We ensure that we have the necessary equipment and resources to keep all children safe, including car seats, pushchairs and harnesses.

In all trips in the car we ensure that each child is securely strapped into their car seat and that the maximum number of passengers is never exceeded.

The ratio of adults to children on any outing will never be less than 1 adult to 3 children.

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

We obtain written parental permission for children to take part in regular, local outings, whilst in our care and specific written permission for a longer or more involved outing via baby days

We take essential equipment for each child on outings as necessary, including contact, telephone numbers for parents, a first-aid kit, nappies & changing bags, antibacterial wipes, spare clothes, mobile phone, drinks and healthy snacks

We ensure to carry a contact card for each child and a card for me which explains that we are a registered childminder

We wear uniforms with contact information.

We keep records for parental inspection of any vehicles in which children are transported, including insurance details, and a list of named drivers

We ensure that any driver transporting children in their own vehicle has adequate insurance cover, MOT certificate and the car is taxed

3.1 PAYMENT POLICY

1. We can offer the government funded hours for 2, 3 or 4 year old. This would be deducted from your monthly fees.

2. Any additional sessions are billable at the end of the month.

3. 100 non-refundable deposit are required to secure your child's place, once a start date has been confirmed, your monthly fee needs to be paid before child's start date and all contractual obligations

have been met.

4. One months calendar notice is required to decrease sessions or increase on a regular basis. Term-time only children will need to give their calendar months notice during the term time.

5. Casual sessions may be available on request, subject to availability.

6. Discounts are available for siblings if they both or all are in my care

7. Sessions and days not interchangeable due to ratio.

8. In the unlikely event that has to close due to unforeseen circumstances or adverse weather conditions, the fees are still payable.

9. Invoices are sent out monthly.

10. The fees are payable monthly.. Monthly fees must be paid at least one month in advance, by the first working day of the month, or late charges will apply. Discount is available if we take holiday together. Holidays separately fees are still payable.

11. Please be aware that late payment of fees is taken extremely seriously and represents a breach of your responsibilities under this contract. Late payment charge is 10 pounds per day until the fees have been paid up . We may also suspend your child place, until the fees have been paid, however fees accruing during this suspension are still payable.

12. The methods of payment are online payment.

13. Late collection - for delays longer than 15 minutes, after the allotted time we charge 15 per every 15 minute. This will be automatically added to your invoice at the end of the month

14. Holidays and sickness

Full fee - Bank Holidays , Parent/child sickness, Occasional day off parent/child, Parent/child holiday

No Fee - Childminder sickness , Childminder holidays, Training Days

3.2 PARTNERSHIP WITH PARENTS POLICY

As a parent / childminder I would like to inform you that I acknowledge you (the parents) as the most important people in your childs life. Although children can fall multiple attachments, they can differentiate between their parents and other environment. Therefore I hope that I will be able to

build up a good partnership with you and ensure that the care I provide is consistent. The following description will give you a clear guidance on how I will work with you.

On contacting me, I will book you for an initial visit, when you will be shown the premises and will be given an opportunity to ask as many questions as you may have. You will be able to witness how a normal day is run and to meet other children who are looked after. I will provide a copy of all my policies and procedures and house rules for you to read and familiarise. I will request from you to fill in a personal questionnaire giving me details about your child. Wherever possible I will try to meet parents requests for the care of their children. I will respect and value family beliefs, dietary requirements, dress code, hair and skin care, help required with toilet and washing, etc. I will use an individual communication book where I will write about your child daily activities, or any concerns that I may have. You can also use this book to write about any changes, concerns or issues that you feel need attention. I will intend to meet with you regularly and discuss your child's progress and changing needs. Should you need to approach me in-between these meetings, please, feel free to do so, either by phone or in person. I am happy to see you anytime you are concerned nevertheless how minor the issue could be.

I will require if you can keep me updated about any changes in your phone numbers or other emergency contacting details.

Once you've decided that my services will suit your child and will meet your requirements and expectations, and then we can sign the written contract. The contract is dated and signed by both parties. A copy is given to the parents and any other party involved in the financial arrangements

3.3 PERSONAL POSSESSIONS POLICY

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

I will endeavour to keep all children's toys and resources safe, however I am sure parents appreciate

with several children in my care at any one time, it is not always possible to keep an eye on their belongings when we are out and about. Whilst losses are rare I would advise that if a toy is very special or expensive that it remains safely at home as I will not be held responsible for loss or damage to them.

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

3.4 PHYSICAL CONTACT POLICY

As an OFSTED registered Childminder I am very aware that each individual child has different needs. Some children like to be affectionate and show it through hugs & kisses etc, others are not so physically affectionate. I am happy to hug, kiss (head or cheek), hold hands, cuddle, tickle, etc your child providing both parents and child are happy with this. I will never force a child to do any of the above if it made them feel uncomfortable.

On occasion the need may arise whereby I need to restrain a child. This would mainly be if they are at risk of inflicting harm on themselves or others, or if a child tries to run into the road etc. If I do need to restrain your child I will document it in my incident book and asked the parent to sign the record. This is to protect all parties.

I will separate children if they are fighting.

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

3.5 RISK ASSESSMENT

As an OFSTED Registered Childminder I am required to conduct risk assessment and review them regularly.

Although I have an indoor risk assessment in place, every morning before children are due to arrive, I conduct a quick check on the premises as to ensure a safe environment is provided.

I will also risk assess any environment that I plan to take the children to prior to the visit. For example: parks, playgroups, library, schools, or other places of interest.

I do keep a record of all risk assessments I carry out in my risk assessment book. I made a record of what I have in place and what I may need to put into place and ensure that any extra precautions I need to take are done so with the utmost urgency. This Book is available for both parents and OFSTED to see.

3.6 ROTACLOUD POLICY

Rotacloud is an online rota- planning tool, this help us with shift scheduling and personal management. This also give our part- timers and opportunity to gain a shift with their own flexibility or work loads. All part timers are full trained, stability checks done and up to date enhanced DBS check also on the update service. Rotacloud helps us prepare for appointments, holidays, sickness or unavailability. The app allows you to swap or pick up shifts depending on the circumstances or situation. This gives our team an opportunity to plan and organise them self accordingly, the rota are done with the ratio of children to adults in mind. The rota are done three months in advance.

3.7 WHATSAPP GROUP POLICY AND PROCEDURES

WhatsApp is a multi-platform messaging app, that lets you do a variety of activities. We have a parents WhatsApp group in which we update parents on all changes to do with setting. This group is only use for information and updates. As we are working with parents we formulate a community, which we help and advice. We do not use children full name but identify them via initials and parents name, we use first name initials and last name initials. We do not post photos or discuss any personal information in this group, all information regards children are via baby days (see baby days policy). This group will not be used during the day unless we or on outing. Our phones are keep in a safe from 7.30 am to 6pm or what staff clock in or clock out, so if you do not see a response via WhatsApp and need a reply in an emergency please call or send us a message via baby days. Please remember we are very busy with children and may not be able to respond urgently.

3.8 SETTLING

My primary aim as a childminder is the welfare of your child. We believe this can be easily achieved if the child is settled in well. Therefore the transition period is the most important one. We acknowledge the significance of this process not only for the child but for the parents as well. This policy will give guidance on how we will work with parents and children in order to support and help them go smoothly through this difficult period.

Initially we would like to start building up a relationship with you and your child by spending some time together, and learning more about your child's: routine, sleeping/eating patterns, allergies, dietary requirements, illness, medication (long term), likes and dislikes, favourite activities, toys, comfort objects/habits, previous experiences of being left, learning needs, etc. Children are different and some may take longer than others to settle in. We understand that you as parents sometimes are more stressed than the child. We would work closely with you as to ensure your mind is at peace. You can stay along and observe how my normal day is run. You can use the time to familiarise with my setting and house rules. We can talk through any concerns you may have. I am flexible and consider each parent and child's needs individually. My efforts are always concentrated on having a happy child and parents who are relaxed and confident with the care that I provide. Even when we feel that your child is comfortable with me, if you feel that you want to contact me during the day, we are more than happy to go with it. However, we have to inform you that phone calls sometimes need to be kept brief, as I might be attending to a child's personal needs. Some parents find text messages a sufficient way of communication.

If the child is still distressed after a month, and we feel that your child does not benefit from my services, I may consider terminating the contract.

3.9 SICKNESS POLICY

This policy gives guidelines when a child can not be accepted under my care due to his/her physical/emotional. We would like to inform you that we take very seriously my responsibility for maintaining a safe and healthy environment for all children under my care. Therefore, if your child suffers any of the below written conditions, we will not be able to accept them on the premises.

She/he has a fever (t above 38 degrees) or has had one within a 48 hour period.

Has a heavy nasal discharge

Has a constant cough (excluding allergy coughs)

Has been vomiting in the last 48 hours

Has had diarrhoea in the last 48 hours

Has mumps, measles, chicken pox, conjunctivitis, head lice, impetigo, pink eye or any other contagious condition/disease

Is in a state of severe distress following an incident/accident, etc

We will contact you in case your child shows signs of illness during a childminding session. I will describe in details her/his current state. We will discuss whether it is safe for the child to remain until the end of her/his session or should be collected as soon as possible.

We will contact you in case I or any of my children are unwell and I will inform you about the matter of my/their condition. I believe this is your right to make an informed decision about whether to use my services under the current circumstances or not.

3.10 SLEEPING BABY/CHILDREN POLICY

We will discuss with parents in detail the sleep routines they have established for their baby/child and how We 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 the baby will change as s/he grows and develops.

As a working adult, parents too need their sleep so it is vital that I work in partnership with parents to provide a sleep routine for their baby/child that fits their individual requirements.

We will need to know:

How many naps the baby/child normally has, for how long and at what times during the day.

When is the latest I can let a baby/child sleep until without it affecting their night time routine?

Do parents want me to wake their baby/child after a certain length of time or can I let

him/her sleep on?

What routine do parents have to settle their baby/child into sleep?

Does the baby/child have a dummy or comforter?

Where does the baby/child prefer to sleep?

We will regularly check a baby/child when s/he is sleeping, both in person and by using a baby monitor. We will record the total time slept in the daily record sheet.

4.0 SAFEGUARDING POLICY

My responsibility as a childminder is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by my local Safeguarding Children's Board. (The Safeguarding Children Board is responsible for producing. Safeguarding Children Procedures based on national guidelines set out in Working Together to Safeguard Children (Dept. of Education & Skills).

It monitors the effectiveness of the Procedures systematically amends them as it becomes necessary.) We have received training on Safeguarding Children (Child Protection) and am aware of the signs and symptoms of child abuse;

physical,

emotional

sexual

and those of neglect.

Prevent

Radicalisation

FGM (female genital mutilation)

County line (criminal exploitation)

Faith base abuse (witchcraft, demons and etc)

If we have reason to believe that any child in the care is being abused in any way we will report the matter to the Brighter future for children (children single point of assess). Our procedures is to fill out a referral form or call them immediately to gain advice, if a child is in immediate danger of abuse

we will call the police.

Once action has been taken under these circumstances I will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested. Please see my Allegations of Abuse Against a childminder Policy (more information about whistleblowing and LAD) regarding how I protect myself and my family from allegations being made against us.

As a childminder we take lead responsibility for safeguarding children in the setting and we are responsible for liaising with family information services, NSCCP and BWSCP. As I work with assistants I ensure that they are fully aware of my Safeguarding Children Policy and procedures, and ensure that they have up to date knowledge of safeguarding issues. We also practice and ensure we are fully aware of the signs of possible abuse and neglect and notice these at the earliest opportunity, and respond in a timely and appropriate way. These may include: Significant changes in children's behaviour. Deterioration in children's general well-being. Unexplained bruising, marks or signs of possible abuse or neglect. Children's comments which give cause for concern. Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

I will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). I will also notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable but at the latest within 14 days of the allegations being made. Whilst your child is in my care I will utilise digital cameras and mobile technology which includes, but is not limited to, mobile phones, tablet devices and other forms of electronic storage, these devices will be used to store digital photographs and other electronic data, whilst using these devices within and outside of my setting I will follow these

guidelines: I will seek your permission to allow a camera, mobile phone or other digital device to take and store photographs for record keeping or display purposes. If using a camera, mobile phone or other digital device to take photographs of your child, the photographs will be uploaded to the Baby's Days system, used for daily diaries, observations, or from time-to time advertising purposes, the photographs will then be removed from the devices. We will not distribute or publish any images of your child without your consent. I will always be able to justify to Ofsted the reason for taking the photographs. We will always ensure children are appropriately dressed.

I am registered with the Information Commissioners Office - the Data Protection Act.

Useful Telephone Numbers:

Brighter future for children: 01344 351 999 (out of hours)

Children single point of access: 0118 937 3641

Referral form link:

Police Station: Emergency 999 or non emergency 101

Local Early Years Team:

Ofsted : 0300 123 4666

4.1 SUPERVISION AND APPRAISAL POLICY

Supervision will be done end of month, observation daily, supervision touched on one to one monthly bases and Appraisal every six months. We will work together as a team to keep developing our skills to provide the best care for the children.