

## Child Record Form

<b>Child minders Details</b>	
Name of child minder:	Elizabeth Elford
Address	16 The Downlands Warminster Wiltshire BA12 0BD
Home Telephone	07963 198552
Age of Children Cared	Birth – 5 Years
Days / Hours	Monday – Friday 8am-6pm
Price	£5.50 per hour per child
School/preschool runs	Warminster area

<b>Clients Details</b>	
Name of Child:	
Child's Date of Birth:	
Name of Parents / Carers: Parental responsibility:	
Address:	
Home Telephone:	
Mobile Telephone:	
Work Telephone:	
Emergency Telephone:	
Starting Date:	
Fee: (per hour) per child	£5.50

Food Allergies: Food Preferences: Dietary Requirements:  Other Allergies: Any special health requirements:	
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Person who will usually collect	
Person(s) who will occasionally collect	
<b><i>Please state what Identification will be used by these persons.</i></b>	

I am available to child mind Monday – Friday 8 am – 6 pm.

Hours			
Day	From	To	Who will collect
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Items to be brought:	
Other information:	

In the event of a medical emergency I give permission for the carer to seek medical treatment should my child require it.

Signed (Parent) : \_\_\_\_\_ Date : \_\_\_\_\_

**To be completed by the parent / carer.**

I agree that the information stated above and in the attached forms is current and correct. I agree to notify my child minder of any changes to this information. I, the parent / carer, agree to the conditions set out in this agreement and agree to provide reasonable notice period of any changes that need to be made for this agreement to remain current. I agree to share information relevant to the care of the child and to comply with all requirements of registration.

Signed (Parent) : \_\_\_\_\_ Date : \_\_\_\_\_

Signed (Carer) : \_\_\_\_\_ Date : \_\_\_\_\_

## **Parents/Carers Charter.**

### **Partnership with parents.**

It is important for the parents and for the carers of your child, to work together to maintain your child's needs and to improve your child's learning and development.

When parents and carers work together the child will be a happier and more balanced individual.

### **Partnership with parents is set up and maintained by -**

Parents initially visiting our home to meet myself and to see what I can offer.

Parents will be able to watch the other children play and to see the house and garden.

I will then give the parents my details of how I run the business.

If the parents would like me to care for their child, then they will be welcomed to meet with myself to discuss their personal needs and starting date at an appropriate time.

Parents are encouraged to discuss any concerns or special events their child has achieved with me any time either on arrival/collection or by phone.

If I need to discuss any issues about their child I will discuss these in the same way. If I am busy at the time I will phone at a later time.

I will also inform parents about their child's daily activities.

### **Meeting your child's needs.**

Your child's needs and feelings are taken into consideration when I am planning daily routines and activities. I incorporate your child's current interests, likes and dislikes, learning styles and parents comments into planning activities / outings to meet your child's individual needs. For example if I notice your child shows an interest in wildlife, we may visit the canal to feed the ducks or make bird feeders.

I will also ensure your child's sleep / rest patterns are kept, either by a sleep in the pushchair whilst out, or in the cot / bed in the spare bedroom.

Your child will always have enough food and drink, and when we are out I will pack enough to ensure their needs are met.

Your child will be encouraged to use the bathroom throughout the day at regular intervals.

Toilets are available to children at any time and are kept clean and hygienic. Potties and changing areas are available. When we go out I will take spare clothes / nappies with us.

### Agreements with parents.

If your child is very unwell – has had sickness or diarrhoea or an infection in the last 48 hours, please don't bring your child to me, but do ring to let me know. I am happy to care for children who are slightly unwell – colds /coughs. I will also let you know if I or my own children are ill and if I am able to work or not.

If your child needs any medication please inform me. I am happy to administer any medication and I will need to have a signature from you to record in my book.

Should any parent have a complaint, then please contact me to arrange a convenient time to discuss any concerns. Any complaints will be recorded and parents will be notified of the outcome of the investigation and any action taken.

Please provide your child with adequate clothing for the type of weather e.g. rain coat, boots,

sun hat / sun cream.

If your child needs nappies please supply enough each day. I will supply the wet wipes.

Please provide a spare pair of clothes for your child.

If you are going to be late in picking up your child then please phone me to let me know how long you will be. In the meantime I will continue to care for your child until you arrive. If you are over a quarter of an hour late I will charge you for the amount on your next months invoice.

Any outings will be by prior arrangement with the parents with permission given for your child to attend.

Parents are to provide a packed lunch, snacks and formula milk / cows milk for their child.

## **Payment Policy.**

The fees you pay are to secure the hours and days specified on your contract.

You are not paying for your child's attendance. If I am available to work on your contracted days / hours, then the fees will be payable. If I am unable to work due to holidays or sickness, then no fee will be due.

Any holidays you take will be charged at full price, you are paying to reserve your contracted hours and not for your child's attendance.

### **Fees.**

Hourly rate: £5.50 (paid in advance at the beginning of the month)

Parents will be required to provide nappies, sun cream and a packed lunch / snacks and baby milk.

### **Late payment of fees**

Fees are due on the 1<sup>st</sup> of the month. If I have not received payment in full within 2 days of the due date, I will issue you with a polite reminder and a £5 per day charge will be added to the invoice. If I still have not received payment by the 5<sup>th</sup> day following the original invoice I reserve the right to cease minding your child with immediate effect.

### **Free Entitlement and Government Funding / Employee Schemes**

I accept the funding as above, but any shortfall in payment through these schemes will be chargeable and will be invoiced to the parents.

### **Absence / illness:**

illness – child : full fees apply.

Illness – myself : no fees apply.

Holidays / days off : child : full fees apply.

Holidays / days off : myself : no fees apply.

### **Payment details:**

**Payment by bank transfer is preferred and can be arranged on request.**

### Participation of children.

Children are encouraged to help with household tasks like tidying away toys, laying the table or helping to wash up. These tasks will be made enjoyable and fun for the child.

I have a range of toys and activities that are suitable for babies upwards. All activities are carefully planned for the age and ability of the child. They are designed to fulfil your child's needs and encourage their development.

All children in my care will be made to feel welcomed and valued in my house. This will be made possible by:

- Giving a warm, friendly smile to welcome the child.
- Setting comfortable/relaxed areas.
- Hanging children's pictures on the wall.
- Setting a place for children's belongings.

## **A healthy and safe home based environment**

### **Hygiene and waste disposal**

I will keep my premises hygienic by regularly cleaning my home. The kitchen work surfaces will be kept clean by regularly using anti bacterial detergent also the utensils that are used to prepare food will be clean.

All cleaning products will be kept in child proof locked cupboards.

I will teach good hygiene to the children when using the toilet and at meal times to wash their hands.

Any waste will be disposed of in the bin which will be emptied daily.

### **Storage and preparation of food**

All food will be suitably kept. Any dairy or meats will be stored in the fridge. Any food or drink will be appropriately heated.

I will ensure that before any food is prepared, the work surfaces are clean and I have washed my hands. If the children are helping they will also need to wash their hands, and I ensure that hands are washed before eating and after using the toilet.

### **Using equipment according to manufactures guidance**

I will regularly inspect all equipment used by children to keep them safe.

Any equipment used will be done so in accordance with the manufactures guidance. I will check the manufactures instructions before the children use the equipment.

When using push chairs or high chairs children will be strapped in securely using the supplied harnesses.

### **Appropriate responses to illnesses, allergies, incidents and accidents**

I hold a valid first aid certificate and any accidents that happen to a child whilst in my care will be treated by myself or I may need to call for an ambulance. I will contact the parents and inform them of the situation and if necessary for them to collect their child. A record of the incident / accident will be recorded.

If a child is ill whilst in my care, I will take care of the child and call their parents to collect them.

If I feel able to take care of the child with a minor illness I will ensure that the child is well looked after by keeping them comfortable and rested.

I am happy to administer any medications required that I have previously been given permission for. These medications will be recorded and signed for in my medications book.

If a child has any allergies I will be informed of these at the first parent / carer meeting whilst filling out the child record form. The parents should inform me of the type of allergy and how to deal with it.

If the child needs any special type of food or drink then the parents should provide them.

### **Accident policy**

In the case of an accident happening to your child I will deal with the situation as follows :

Comfort and reassure your child.

Assess the extent of their injuries and if necessary, call for medical support / ambulance.

Carry out any first aid treatment myself. I have a paediatric first aid certificate and have a first aid box on the premises at all times.

Contact you as soon as possible to inform you of the accident and if necessary to ask you to return to care for your child / meet me at the hospital.

After every accident, however minor, I will :

Complete a report in my accident book.

Ask you to sign the report and provide you with a copy.

Should the incident require any medical treatment then I will :

Inform Ofsted.

Inform my Insurance company.

Contact the NCMA / Wiltshire Early Years for additional advice / support.

It is important that you inform me of your child's condition after an accident and if you have sought medical advice.

However your child's safety is of the most importance to me and I will take every measure I can to protect your child.

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



### Premises and security.

All of the following safety items are provided in our home.

- Smoke detector.
- Child proof locks fitted to some cupboards. (cleaning equipment).
- Safety glass.
- Secure back garden.
- Separate children's toilets and nappy changing room.

My premises, both indoors and outdoors, will be kept safe and secure.

Every morning, before the children arrive, I will need to check that the house is safe to ensure that hazards are kept to a minimum.

Children will only be able to leave the premises while being supervised by myself, by keeping the door locked.

Only people who I know and trust will be allowed into the premises.

I will only release children to their parents or other individuals named by the parents. If another person has come to collect a child I will need to confirm this with their parents by telephone.

I will regularly conduct a risk assessment. Every new place we visit, at toddler group, park etc, will need to be assessed for any dangers.

Children will have access to well maintained equipment that is suitable for their age.

### **Emergency policy**

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

My premises have met the requirements of the Early Years Foundation Stage.

I regularly review, update and practice my safety routines, including fire drills.

I have arranged with another local registered child minder to provide emergency back up cover if necessary. Child minder details can be found in my child record form.

I hold written permission from parents, in my child record form, to seek emergency treatment for their child if it is needed.

I hold a valid first aid certificate and can administer basic first aid treatment.

Any accidents that occur will be recorded in my accident book.

As a registered provider I must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in my care and any action I may have taken within 14 days of an accident occurring.

If I am in need of support or advise regarding a serious illness or incident involving a child in my care I may contact National Child minding Association who will log information regarding the incident with regard to their safeguarding policy.

A PACEY designated officer will be assigned to my case and all the information given to them will be kept confidentially unless their appears to be a child protection issue which will be reported accordingly.

If an accident or incident involving a child in my care may result in an insurance claim I will contact my public liability provider to discuss my case and be allocated a claim number. This may involve discussing details of the child in my care with a third party.

#### **In the event of an accident**

I will first, reassure the injured child while ensuring that any other children in my care are safe. Then, if possible, I will deal with the accident. If not, I will call 999 for assistance.

If I need to accompany a child to hospital, I will either take the other children with me, or call my emergency back up cover. This will be another registered child minder.

If I manage to deal with the accident myself, then I will call the injured child's parents immediately.

If I accompany a child to hospital, I will contact their parents and ask them to meet me at the hospital.

If I have an accident I will contact the parents and ask my emergency back up person to assist me and to care for the children until their parents arrive.

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

Emergency Childminder: Lilibelle Childminding 07810 184616

### Safeguarding policy

As a child minder it is my responsibility to ensure the welfare and safety of all the children in my care.

I will ensure your child is kept safe by:

Keeping your child close by – holding hands, wearing a harness, in a pushchair etc.

Keeping my home safe and secure.

Making sure your your child only leaves the house accompanied by myself through the front door.

Keeping all of my toys, furniture, and outdoor equipment in a safe and clean condition.

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 Educational & skills). It monitors the effectiveness of the procedures systematically and amends them as it becomes necessary.

If I suspect that a child in my care is being abused in any way I will report the matter to the Duty Social Worker for Wiltshire Social Services, Child Protection Team. In these circumstances I will not be able to keep information relating to your child confidential, but I will need to share it with Ofsted, Social Services and the police if requested.

A copy of Wiltshire Area Child Protection Committee Child Protection Guidelines for childminders booklet is available for you to read if required. This sets out the guidelines for how I must follow.

Should I have any allegations made against myself or a member of my family then I will report it to Ofsted and social services, following the Safeguarding Children Board Procedures.

I will also contact PACEY information line on 0300 003 0005 for advice and support.

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

## **Safeguarding Policy – Mobile Phones.**

### **Mobile Phones.**

As a registered child minder I recognise that it is important for me to be able to communicate with parents instantly. I use my mobile phone at home and whilst I am out. Mobile phone technology has developed significantly to include internet access and wireless connections as well as a camera, video and sound recording and sending and receiving messages.

They are now an extremely effective method of communication, which can be an advantage regarding safeguarding children. However, I 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 child minding hours are asked not to use their mobile phone on my premises or whilst children are present.

Ensuring my phone is kept out of reach of children.

Permitting children from the age of 10 years (agreed with parents) to have their phone about their person. However, it must not be used to take photos or access the internet.

### **Taking of photos with a mobile phone 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 my setting is protected I have the following procedures in place:

Pictures are taken only by myself with the written permission of parents. Parents indicate if they are willing for photos of their children to be used for : sharing with them; supporting observation; assessment & planning; children's records; advertising (in which case how and where).

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

Pictures are transferred to my computer which is password protected.

### **Use of mobile phones and cameras.**

I understand that if I store personal details about other people on my computer or any digital format (including mobile phones and digital cameras), I have enrolled with the information commissioners office (ico) for data protection.

### **Social Media** (facebook, instagram etc)

Photos that I have taken of your child with other children must not be shared on social

media sites..

## **Female Genital Mutilation (FGM) Policy.**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003.

It is a form of child abuse and violence against women.

FGM comprises all procedures involving partial or total removal of the external female genitalia for non – medical reasons.

It is my responsibility to report any cases of FGM in under 18's to the police. This applies to being informed that an act of FGM – however described – has been carried out or by where from observation, physical signs appear on a girl and to have reason to believe that the act was, or was part of, a surgical operation.

If I am concerned that a child might have suffered FGM or believe she is at risk of FGM, I will need to make a referral to the Multi Agency Safeguarding Hub (MASH) on 0300 456 0108) or the police (999).

I have completed the online training course on FGM.

FGM helpline (0800 028 3550).

## **Whistle – Blowing Policy.**

As a child minder, I have the responsibility to report any abuse and malpractice to the relevant authorities should I suspect or have concerns regarding the way children are being cared for.

I will need to be aware of any illegal, inappropriate or unethical contact and will need to report this if there is a failure to meet Ofsted standards or welfare requirements of the EYFS.

If the concern is related to a safeguarding issue then the normal child protection flowchart procedures will be followed.

Advice can be sought via the NSPCC helpline ( 0808 800 5000 ) or through PACEY'S safeguarding allegations and complaints service ( 0300 003 0005 ) , through which a referral can be made.

## **Anti-Bullying Policy.**

I do not permit any form of bullying in my home.

Bullying can be:

Physical: pushing, biting, hitting, kicking, etc.  
Verbal: name calling, sarcasm, rumour spreading and teasing.  
Emotional: tormenting, humiliation, excluding, ridicule.  
Racist: taunts, graffiti and gestures.

I will not tolerate:

Name calling and verbal abuse.  
Fighting.  
Physical attacks of any kind.  
Threatening behaviour.  
Racial or discriminatory remarks.  
Exclusion of one child by another.

If I have any concerns that your child is being bullied or is bullying another child / children, I will discuss this with you immediately. I will work with you to support your child to resolve the problem.

If your child is being bullied, I will :

Take what they tell me seriously and never ridicule their predicament.  
Tell them that I care about them and do everything I can to sort things out.  
Reassure them that they are not to blame.  
Help them feel valued whilst in my care .  
Help them feel good about themselves by giving positive praise and encouragement.

If your child is bullying, I will :

Reassure them that I still care about them and it is their behaviour I don't like and I will do everything I can to help them change this behaviour and to find ways to make amends for their behaviour.  
Develop a reward system to promote good behaviour.  
Discuss the matter with you but not in front of your child, to see if we can sort out the problem.

If you have any concerns about your child or the behaviour of any other children in my care, please discuss these concerns with me immediately.



### **Illness / Holiday policy**

If your child becomes ill whilst in my care, I will contact you immediately and continue to care for your child until you arrive.

I will not care for children who are unwell – ie infections, sickness, diarrhoea or fever Covid etc.. If your child has had sickness or diarrhoea in the last 48 hours please do not bring them to me, but call me and let me know. I need to consider the welfare of all the other children in my care.

I will not accept a child with conjunctivitis or with untreated head lice. This is to minimise the risk of infection to other children.

If your child or anyone in the family home has tested positive for Covid 19, do not bring your child to me, but keep them at home. This is a very contagious illness and I need to ensure the health of other in my care.

If one of my own children or myself is unwell I will contact you to inform you of the illness and let you know if I am able to work.

I keep my kitchen and bathrooms hygienically clean and ensure that everyone washes their hands before eating and after the toilet to determent the spread of germs.

If an infectious disease occurs in my home I will make sure that the child with the illness is comfortable and kept away from the other children until their parents arrive. I will contact all the other parents to inform them of the outbreak allowing them to decide whether to collect their child.

If your child needs any medication I am happy to administer this and I will need to keep a written record which will require a signature from the parents.

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

**I shall charge if your child was due to attend but did not due to illness, unless this the case is proven and verified to be Covid 19.**

### **Holidays**

I shall not charge if I am unable to work or for bank holidays or other holidays taken by myself. (5 weeks per year).

I do however charge a retainer of 50% of any holiday taken by the child. This charge is to ensure your child's place is kept should you need or wish to take extended holidays. This is to cover school holidays where parents may be in the teaching profession, and so take longer holidays and so wish to look after their own children during this period.

## **Behaviour management policy**

To manage the behaviour of the children I care for I promote a positive behaviour by:

- Giving praise and attention for good behaviour.
- Rewarding good behaviour (stickers etc.).
- Use a good behaviour chart.

In order to achieve good behaviour I will:

- Set a good example.
- Be consistent with my rules.
- Listen to each child.
- Encourage children.
- Give clear explanations.

However, every child will misbehave at times, so in order to deal with these, I will handle the situation by:

- Distracting the child with a different activity.
- Removing the child from the situation.
- Discuss with the child what it is about the behaviour that I do not like.
- Give the child some 'time out' to quietly sit and think about the situation.

I show disappointment rather than anger if a child's behaviour is not what I expect.  
I believe by treating children with respect they will feel good about their selves therefore their behaviour should show these good feelings.

I will always let you know on collection how your child has behaved and how it was dealt with.  
Likewise you will need to inform me of any behaviour problems you have encountered and how you found it best to deal with these situations.

**I WILL NEVER HIT, SMACK, SHAKE, OR HURT YOUR CHILD OR MAKE YOUR CHILD FEEL HUMILIATED.**

If you have any concerns regarding your child's behaviour, please do not hesitate to contact me.

## **Medication Policy.**

Medicines.

I am happy to administer medicine to the children in my care, should they need it.

All medicines must be provided by the parents.

In order for me to achieve this I will:

Keep written records of all medicines administered to the children.

Inform parents of the time and dosage that the medicine was given.

Keep all medicines out of reach from children and kept in it's original container and stored in accordance to the products instructions.

Obtain prior written permission and signature from parents for each and every medication.

Obtain information from parents to ensure the correct medication, dosage and time is given.

Prescription medication will only be administered to the child if it has been prescribed for by a doctor, dentist, nurse or pharmacist.

If I am caring for a child with long term medical needs then I will ensure that I have sufficient information about the child's medical condition and work in partnership with parents to assist the administration of any prescribed medication.

### **Risk Assessment Policy.**

I check my home and garden every day before the children in my care arrive to ensure that it is a safe and secure environment for the children to play in.

All outings or trips out will be risk assessed beforehand, so that I am familiar with the environment and aware of any potential hazards that may occur.

I record my assessments in a book which is available to see on request.

### **Equal opportunities policy**

I treat all children in my care equality regardless of their culture, religion, home language, skin colour, gender or ability.

I may need to adapt an activity to reach the ability, age and stage of development of the child. I may also give one child more attention and support during an activity.

I encourage the children to learn more about different cultures and religions by :

- Sharing books.
- Cooking and eating food from around the world.
- Celebrating special festivals.
- Colouring pictures.

The toys I have can be enjoyed by everyone and will be available for both girls and boys equally.  
I have toys that I can teach through play about career opportunities for both men and women.  
I have face paints and dressing – up clothes to role play.  
I have books that teach more about cultures and religion.

I encourage children to respect other children regardless of their differences and value each child as an individual.

Any child with special needs / disabilities will be offered the same experiences as all the other children.

I encourage children to learn about cultures different from their own, and to develop positive attitudes towards people who are different from themselves. Parents with knowledge or equipment of any festival or special occasion are welcomed to share this to help the children learn and understand more of these events.

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

### **No smoking**

I operate a strict No Smoking policy.

Smoking is prohibited in my home and grounds.

I will not take the children into smoky environments and will avoid places that permit smoking wherever possible.

### **Lost or missing child**

I will safely supervise all children in my care by holding hands, using reins, using pushchairs etc. When we are on trips or outings I will teach the children the importance of keeping safe.

But should a child go missing whilst in my care I will call the police and search the area. Then I will contact the parents and Ofsted.

### **Uncollected children**

If a child is not collected within 20 minutes of the departure time, I will:

- Contact the parents by telephone.

- Phone the emergency contact numbers.

- Continue to safely care for your child.

- Keep trying contact and emergency numbers, but after a responsible time of 1 ½ hours after the original agreed collection time, I will need to tell the local authority duty social worker.

### **Complaints**

**All complaints and allegations are taken seriously and must be followed up in writing to Ofsted, within 28 days of submitting the complaint. Therefore details of the event will be recorded in my records for follow up should the cause arise. If any parents have a concern then please ask for my complaints book. Should any parents wish to contact ofsted with a complaint they can be contacted on 03001231231 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

In all instances I will record:

- The child's full name and address.

- The date and time of the record.

- Factual details of the concern.

- Details of any previous concerns.

- Details of any explanations from the parents.

## **Covid-19 Coronavirus Infection Control Policy.**

.In my childminding home I will do the following to reduce the risk of COVID-19 spreading.

The symptoms of Covid-19 are:

- . New continuous cough.
- . High temperature ( over 37.8 degrees).
- . Feeling tired.
- . Difficulty breathing.
- . Loss or change to sense of smell or taste.

1.If I or a member of my household have symptoms, my service will not operate and no children will attend.

2.There will be greater attention to hand hygiene, respiratory hygiene and cleaning.

3.I will limit contact between people, by staggering drop off and Collection times to avoid overlap, if a parent arrives at the same time as another family, one family should remain in the car until the other parent has left..

4.I will raise awareness by sharing information on Covid-19 and of the symptoms, with parents and children.

5.I will make sure that all parental information is communicated electronically to avoid long conversations at greeting time or home time.

6.I will not work if I or any member of my household are ill or identified as a close contact and will follow NHS guidance on self-isolation.

7.I will advise parents not to present their children for childcare if the child has symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have COVID-19.

8.I will promote good hand and respiratory hygiene as described below and display posters.

9.I will promote good respiratory hygiene by:

Encouraging the children and ensuring that we cover our mouths and noses with a clean tissue when we cough and sneeze and then promptly dispose of the tissue in a bin and wash our hands. If we do not have a tissue, we will cough or sneeze into the bend of our elbows instead, not into our hands.

10.I will promote good hand hygiene, by:

washing our hands regularly.

washing our hands with soap and running water when hands are visibly dirty. If our hands are not visibly dirty, we will wash them with soap and water or use a hand sanitiser.

We will wash our hands:-

before and after we prepare food.

before eating

before and after caring for sick individuals

after coughing or sneezing

when hands are dirty

after using the toilet

after changing a nappy

after handling animals or animal waste.

11I will restrict any unnecessary visitors to my home during childminding hours. Where it is considered necessary for a parent or guardian to enter my home, e.g. to help settle in a new child, social distancing between the parent/guardian and other adults will be observed. I will keep a record of anyone in my home on each day to facilitate Contact Tracing in the event of an episode of infection.

12.I will use a cloth face covering in enclosed indoor settings where it is not possible to keep a distance of 2 metres from others, when not caring for children.

13.I will not observe physical distancing measures with the children in my care, but I will try to

maintain physical distancing from parents as far as possible.

#### 14. Hygiene measures and cleaning regimes:

Where possible I will teach children how to clean their hands and about respiratory hygiene. Tissues and hand sanitisers / hand gel will be available at all times and I will provide bins for disposal of tissues.

I will ensure hand-washing facilities, including soap and clean towels/disposable towels, are well maintained.

15. I will increase the frequency and extent of cleaning regimes and ensure that they include: clean regularly touched objects and surfaces using a household cleaning product paying particular attention to high-contact areas.

wear rubber gloves when cleaning surfaces, wash the gloves while still wearing them, then wash my hands after I take them off.

16. I will select and manage toys from an infection prevention viewpoint, by: ☐ choosing toys that are easy to clean and disinfect (when necessary) and dry. ☐ choosing puzzles and toys that children are inclined to put in their mouth, that are capable of being washed and disinfected.

☐ discouraging children from putting shared toys into their mouths.

☐ storing clean toys/equipment in a clean container or clean cupboard.

☐ always following the manufacturer's cleaning instructions

☐ always washing my hands after handling contaminated toys and equipment.

17. I will clean toys in the following way: • All toys (including those not currently in use) will be cleaned on a regular basis, i.e. weekly. This will remove dust and dirt that can harbour germs.

• Toys that are used by very young children will be washed daily.

• Toys that children put in their mouths will be washed after use or before use by another child.

• All toys that are visibly dirty or contaminated with blood or body fluids will be taken out of use immediately for cleaning or disposal. Toys waiting to be cleaned must be stored separately.

• Toys will be washed in warm soapy water, using a brush to get into crevices. • Toys will be rinsed in clean water and thoroughly dried.

• Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a clean damp cloth and dried.

Disinfection procedure • In some situations, toys/equipment may need to be disinfected following cleaning. For example: ☐ Toys/equipment that children will place in their mouths. ☐ Toys/equipment that have been soiled with blood or body fluids.

18. I will create a plan for dealing with myself or a child, becoming ill with symptoms of COVID-19. ☐

I will have a small supply of surgical masks in a readily accessible place for use if someone develops symptoms of COVID-19.

☐ If I or a child is in my home at the time that they feel unwell and develop symptoms, I will call my backup person and parents of the unwell child.

☐ If a child, or I develop any symptoms of acute respiratory infection including cough, fever, shortness of breath during the childminding day, I will keep my distance or the child at a distance from the other children until my backup persons arrives. I will then remove myself or take the child to a designated area where the child can be isolated and attended to and stay with the child until the parent arrives. My backup person will stay with the remaining children until their parents collect them.

☐ In an emergency, I will call the ambulance, and explain that the child is unwell with symptoms of COVID-19.

☐ The room will be cleaned and contact surfaces disinfected once they leave.

☐ If the affected person needs to use the bathroom whilst waiting for medical assistance, they will use a separate bathroom if available and it will be cleaned and contact surfaces disinfected before use by others.

19. I will follow NHS guidelines if there is a suspected or confirmed case of COVID-19 in my home, which are:



- All individuals with symptoms of COVID-19 should contact their GP for further advice.
- If the doctor arranges testing for them, they (or their parent) will be contacted by Public Health to identify anyone who has been in contact with them during the period when they were likely to have been infectious.
- The childcare setting will then be contacted by local Public Health staff to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
- An assessment of each childcare setting where this may occur will be undertaken by NHS public health staff.
- Advice on the management of children and staff who came into contact with the case will be based on this assessment.
- The NHS Public Health staff will also be in contact individually with anyone who has been in contact with the case to provide them with appropriate advice.
- Symptomatic people should self-isolate and arrange to get tested for COVID-19.
- Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to the childcare setting until they are advised that it is safe to do so.
- Close contacts of a confirmed case should go home and restrict their movements for 14 days. They should not attend the childcare facility during that time. They will be offered testing for COVID-19 and will need to stay away from the childcare centre for 14 days even if the virus is not detected on the tests. This is because some people who are infected do not have a positive test at the time the test was taken.

20. I will follow the NHS advice on how to clean my childminding setting where myself or the children had suspected or confirmed COVID-19 .

### **Covid-19 Policy Update (31/08/2021)**

In line with the next stage of the governments road map, it says “If you are a close contact of a positive case you are now advised to take a PCR test to see if you are positive for the virus and booking a test online has been updated to reflect this change. The government states that children can attend settings if close contacts have tested positive for covid – 19”.

**However**, I have taken the decision to continue to exclude children if there is a positive case in their household to safeguard all the children in the setting as well as my own family.

This will allow me to remain open for all families without having to continually close.

Fees will not be charged for Covid -19 cases and will be taken off the next months invoice.

## Routine Outings Consent Form

I give permission for my child \_\_\_\_\_

to go on routine outings with the child minder (Liz Elford).

As with any activity or trip I acknowledge that there may be risks associated and fully recognise that my child will be looked after to the up most ability.

This consent is to cover local parks, children's play centres, child minding groups, toddler groups, library, and school / play groups etc.

Parents name \_\_\_\_\_

Parents signature \_\_\_\_\_

Date \_\_\_\_\_

As and when required **I give permission for sun cream** to be applied to my child.

Parents name \_\_\_\_\_

Parents signature \_\_\_\_\_

Date \_\_\_\_\_

## Photographs

In order for me to document your child's progress I will need to take photographs of the children in my care using my camera or mobile phone.

These photos will be used for a variety of purposes such as supporting observation, assessment and planning, children's records, advertising, sharing with parents and to provide a pictorial record.

I give permission for these photos to be taken of my child.

Parents name \_\_\_\_\_

Parents signature \_\_\_\_\_

Date \_\_\_\_\_

## **GDPR Compliance consent form**

In line with current legislations, 25<sup>th</sup> May 2018, I am updating my practice, to inform you of how your data will be held and used.

At Little Elf's child minding, I will need to keep records relating to contact details including:

The name, home address and date of birth of each child who is looked after on the premises

The name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises

A daily record of the names of the children looked after on the premises and their hours of attendance

Accidents which occur on the premises where childcare is provided

Any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent.

Photographs taken of your child relating to their development.

The name, home address and telephone number of every person living or working on the premises on which childcare is provided.

This information will be stored in paper files and electronically. Your information will be held on record, whilst I am in care of your child and for a duration of up to 3 years.

It is your responsibility to update me with any changes of information, including contact details and especially medication and allergies.

I hereby give my consent for my information/data given in this document to be stored / used as detailed in the principles listed above.

Name:

Signature:

Date: