



# User Guide for Childminders

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Childminding and Day Care for Children Under Age 12 - Minimum Standards

February 2014

## **INTRODUCTION**

In July 2012 The Department of Health, Social Services and Public Safety issued a new set of Minimum Standards for Day Care and Childminding. These Standards aim to make sure that the following occurs:

1. There is a good level of quality in these services.
2. Everyone providing these services is registered and inspected in the same way, regardless of where they live.
3. Parents using the services can have confidence that the services are registered and inspected to the same level.

The Standards are referred to as **Minimum** Standards. This means that you must meet the Standards in order to provide a minimum standard of care. If you do not do so, the Trust may have to reconsider your registration.

However you are encouraged to provide a higher level of care.

There are 16 Standards in the book and they are grouped under 4 headings:

Quality of Care

Quality of Staffing Management and Leadership

Quality of Physical Environment

Quality of Staffing Monitoring and Evaluation

Each year, the Trust will inspect one of these quality areas as well as how you protect children in your setting.

There is a fifth section which lists all the policies and procedures that you as a childminder are now required to have. Again, this is a minimum list and you may want to develop other policies for your own setting. NICMA have put together a pack of all the policies you will need. Also included in this pack is a statement of purpose and all risk assessment documentation required. These are free for NICMA members to download or can be purchased by non-members.

In addition to this document, the Health and Social Care Board issued an Implementation Guidance to the Standards (last updated July 2013) which explains what the Standards mean for you. As well as meeting the Standards, you will need to meet the parts of the Guidance that relate to you as a childminder.

This document covers the requirements that you have to meet that are set out in the Standards and in the Implementation Guidance and is written purely for childminders. It will help you understand the Standards and the Implementation Guidance document. It is important that you have a copy of all the documents.

**NOTE:**

Throughout the Minimum Standards you will be asked to provide a number of policies and procedures. A policy and procedure explains what you do and how you do it. They are the steps you take to provide care for the children or how you will manage a particular situation. Throughout this document you will be asked to write down the steps you take, and this refers to the policies needed. At the back of this document you will find full list of all these policies and which Standard they are required for.

If you employ an assistant these Standards also relate to them so please take this into consideration when reading this document

\*References made to page numbers in the Standards document refer to the hard copy. Page numbers may differ if you are using the downloaded version.

## Standard 1

## Safeguarding and Child Protection

### **Children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures**

The most important thing you can do as a childminder is to protect children. To help you do so, you will need a written policy based on the Regional Child Protection Policy and Procedures. (If you do not have a copy of these procedures, ask your Trust where you can get one). Your policy should explain your role in recognising and reporting any child protection concerns you may have and who to contact about these concerns i.e. the Gateway Team in your local Health and Social Care Trust and their contact number should be included in your policy. You must also have up to date safeguarding training. Your policy must be reviewed every year and your training every three years.

It is important that before children are cared for by you, their parents know about your safeguarding procedures and that in some cases, for example if you are concerned that they have harmed their child, you may have to pass on information without their consent.

You are required to have a written policy and procedures for the intimate/personal care of children which includes toileting and nappy changing.

You are required to have a written policy on the use of Information and Communication Technology (ICT) equipment and for using mobile phones. This must also include how you use social networking sites such as Facebook. You also need a written policy and procedure for taking photographs. Most people have the use of the internet in their homes and while this has many benefits for children, there are sites that children should not have access to and you need to make sure that children use computers and hand held devices safely. Also, you should not be taking videos or photos of minded children unless the parents have given written permission for this and it is clear what you will do with the recordings or photos. Again, any assistants will need to agree to your policy. Once you have printed any photographs taken, all photographs should be deleted from your camera, mobile phone or pc.

Most family homes do not have CCTV, but if you do, you must have a written policy and procedures for this.

The children you care for must be brought to your home and collected from your home by their parents, or those who act for their parents. If parents give other people permission to collect their children, such as aunts or uncles, these people must be over 18. They can only be under 18 if they are the child's parent.

You are required to have a Whistleblowing policy. Whistleblowing is when you report a concern about something you know to be wrong. This is not just for situations where you are concerned about the child in your care, but it may also be to report concerns about any assistant you employ or any member of the public you are concerned about outside of your childminding duties.

#### How will this be inspected?

When inspected by the Trust, you will have to show evidence that you are safeguarding children. Examples of this are included in the following:

1. You will need to show that you understand what your role is in protecting children and safe caring practices. You will need to follow your policy and keep your training updated every three years.
2. You will need to make it clear to parents how they can tell you about any concerns they have about their children's care and that they can also speak to the Trusts Early Years Team.
3. If a complaint or allegation is made about you or anyone else in your home, you will need to know how to deal with this.
4. You will need to be aware of the signs and symptoms of child abuse, record, sign and date all that concerns you, keep everything confidential and know your responsibility in reporting these to the Gateway Team in your local Health and Social Care Trust immediately.

#### Websites for further information

[www.ico.gov.uk/upload/documents/library/dataprotection/detailed specialist guides/ico cctvfinal 2301.pdf](http://www.ico.gov.uk/upload/documents/library/dataprotection/detailed_specialist_guides/ico_cctvfinal_2301.pdf)

## Standard 2

### Care, Development and Play

**Children's wellbeing is promoted and their care, developmental and play needs are met. A broad range of play and other activities is provided to develop children's physical, social, emotional & intellectual abilities.**

It is important that the children in your care feel valued and respected. Your home needs to be child centred, friendly and a place where children feel welcome.

Your responsibilities cover the following areas:

- a) How you make children feel safe, secure and confident to help them become more independent, feel good about themselves, develop as a person and make good decisions and choices.
- b) How the care you provide gives children a range of play opportunities both indoors and outdoors. You must find out from the children and their parents what types of activities interest them and when they would like to do them. It is important that their time with you is fun. Take note of what the children do and say and encourage them to be involved in planning. Ask them to come up with ideas and suggestions of activities you could do as this will help you meet their individual needs.
- c) How you will provide opportunities for children to rest and relax. This could be babies and toddlers needing to sleep while older children will need a comfy seat or settee and perhaps a period of television to relax when they come in from school.

#### How will this be inspected?

When inspected by the Trust, you will have to show evidence that you are providing good care, development and play opportunities. Examples of this are set out below:

1. You listen to children and respond to their needs. It is important that you can recognise any issues a child has, such as speech, language and communication difficulties and you pass on your concerns to parents.
2. The relationship that all children in your home have together is very important. They should learn to care for each other, help each other make friends, share and develop socially. This should be according to the age and stage they are at and they should be encouraged to achieve to the best of their ability.

3. You must have a good relationship with parents. You need to keep the lines of communication open and exchange information on a regular basis so parents feel included in their children's care and any needs the children have, are shared between you.
4. You must provide a good range of play equipment and materials for the children including man-made and natural materials. These will help meet the developmental needs of children, giving them lots of different experiences. It will also help develop their imagination, creativity and develop their language and social skills.
5. You offer children lots of different play opportunities which will help with their learning and enjoyment. These are done at a pace that is appropriate to each individual child.
6. If possible children's art work should be displayed before being sent home. This will let them know that their work is valued and encourage them to do more.

### Standard 3

### Children's Health and Wellbeing

**The overall health and wellbeing of the child is promoted and safeguarded.**

In order to protect children's health and wellbeing, your home and equipment need to be kept clean at all times. It is important to prevent the spread of infection by having good hygiene. It is particularly important when a child is ill to follow infection control guidance. This can be found on the Public Health Agency website.

You learn about your role through training on Paediatric First Aid and Health and Safety that you need to complete every three years.

You must write down the steps you take about managing children's health and wellbeing. Parents need to know what your responsibilities are.

Your responsibilities cover the following areas:

- a) How you care for children when they are ill. Sometimes you might have to ask parents not to bring the child to you if their illness is infectious. The Public Health Agency has guidance on this issue and Note 5 on Page 15 of the Minimum Standards Document gives the link to the website setting out this information.
- b) How you manage children's contact with any animals you keep as pets. You will need to have a risk assessment which covers areas such as children having contact with your pets, hand washing after contact and making sure their food is out of children's reach. You also need to make sure that parents give written permission for children to have contact with your pets.
- c) How you will administer medicines to children. Guidance on how you should do this is found on page 52, Section 5 of the Standards. Each time a child is sick, you will need separate written permission from their parents before you give them any medicine. All medicines must be out of children's reach.
- d) How you will manage a medical emergency with a child.
- e) You must have a First Aid box in your setting. The First Aid box must be out of reach of children but somewhere where you can have easy access to it. You will find a suggested list of contents for your First Aid box on page 54 of the Standards and it is important that you regularly make sure that all the contents are there and in date.

- f) All childminding settings need to be registered with Environmental Health at your local council offices and you must follow any guidance that they give you. More information on this will be found in Standard 5 on Food and Drink.
- g) If you or any assistant smoke, you must not smoke during the working day even if the children are not in your home at that time.
- h) If children sleep during the time you care for them, they must have their own bedding. If they need to clean their teeth or brush their hair during the time you care for them, they must have their own toothbrush and hairbrush.

How will this be inspected?

When inspected by the Trust you have to show evidence that children's health and wellbeing is promoted and safeguarded. Examples of this are set out below:

1. All equipment used for childminding indoors and outdoors must be kept clean.
2. Children should be encouraged to wash their hands before eating and after using the toilet. If necessary, they should be encouraged to brush their teeth.
3. As part of keeping children healthy, they should have lots of indoor and outdoor physical play. The Chief Medical Officer has issued guidance on the amount of activity children should do each day and there is a link to this in the Minimum Standards.
4. Children should use sunscreen and be dressed suitably for all types of weather. Parents need to give written permission for sunscreen to be used.

## Standard 4

## Health and Safety in the Setting

**Children's safety is promoted at all times ensuring that proper precautions are taken to prevent accidents and minimise risks to them.**

Your home, including any outdoor area, must be safe for children at all times. To make sure that this happens, you are required to complete a written comprehensive risk assessment and make sure this is updated each year. This will involve you looking at every room in your home and outdoor area and thinking about any safety issues there might be for children and what steps you need to take to make sure that it is less likely that an accident will occur. If you make any changes to your house or garden you will have to update this at the time. Childminders need to regularly assess risk both indoors and outdoors and record any significant findings on the written risk assessment.

You learn about your role through the training in Health and Safety that you need to complete every three years. This training includes the risks of fire.

You must carry out a comprehensive risk assessment of your home at least once a year. Guidance on this can be found under Note 10 on Page 18 of the Standards.

You must carry out a fire risk assessment to include a fire escape plan. Guidance on this can be found under Note 11 on Page 18 of the Standards.

Your responsibilities cover the following areas:

- a) How you follow all relevant health and safety regulations including environmental health regulations and firearms legislation if there are any on the premises. Guidance on this can be found under Note 9 on page 18 of the Standards.
- b) How you make sure that you know all the people visiting your home when minded children are present and that the children are not left alone with anyone but yourself or any assistant. The Early Years Team must be informed before any new person lives in your home or you have new regular visitors as these people will need to be vetted.
- c) How you protect children from the risks of fire. Think about your home and how best you can prevent a fire occurring. You will need to carry out regular fire drills with the children and check all fire equipment. Childminders are not required to have a fire extinguisher, but if you have one you must know how to use it safely and keep it according to instructions. All records of these must be kept in a log book which your inspector may ask to see.

- d) All glass in your home and any outside, such as a green house, must be safety glass which conforms to BS EN standards. If this is not the case, then you will have to fit purpose made protective film to all this glass. This will also include any furniture that has glass such as a table or display cabinet.
- e) How you keep children safe when you are transporting them in your car. If you have a car for transporting minded children, you are required to keep records of this vehicle. These records include details of those who are vetted to drive children, insurance, tax, M.O.T. and your driving licence. You are required to have a policy on transport and an example of what should be in this policy is on page 55 of the Standards.
- f) You must hold public liability insurance. If you employ an assistant, you must hold employer's liability insurance and the assistant must also have their own insurance unless your policy covers them.
- g) How you would manage a safety emergency such as a flood or a security alert.
- h) How you make sure that any water such as ponds, pools and septic tanks on your property are made safe or inaccessible to children.
- i) How you make sure that any alcohol in your home is kept out of reach and view from children. You and any assistant must never be under the influence of alcohol or any illegal or prescribed drugs that would affect how you care for children.
- j) How you make sure that cleaning materials are safely stored out of sight and reach of children. They should also be used following guidance from COSHH. See the footnote on page 19 of the Standards.

How will this be inspected?

When inspected by the Trust you will be required to show evidence that children's safety is being promoted at all times. Examples of this are set out below:-

1. Hazards around the home are checked for daily and any action is taken to minimise the risks.
2. All windows to which children have access have restricted openings.
3. All areas of your home inside and out are secure and children are supervised.

4. Children are kept away from boiling water.
5. Fire exits are known to everyone and not blocked.
6. There is a fire blanket meeting BS EN Standards kept in the kitchen.
7. Smoke detectors are fitted on every level and carbon monoxide detectors are provided and are checked regularly to make sure they are working.
8. All soft furnishings e.g. settees are flame retardant and meet BS EN Standards.
9. Gas and electrical appliances are safe and meet safety requirements.
10. Cords on blinds are shortened or out of children's reach.
11. Floor coverings are in good condition and even so that children are unlikely to slip on them.

**Standard 5****Food and Drink**

**Children are provided with a wide variety of nutritious foods and drinks that will contribute to their health, growth and development.**

When caring for children you are likely to have to provide them with food and drink. The amount and variety of this, will depend on how many hours they spend with you and the time of day.

You must write down the steps you take to provide food and drink for the children you care for. On page 56 of the Standards you will find an example of everything that should be in your policy. You must share this with parents and if they provide food for their children, they should be encouraged to send the types of food and drinks that are written in your policy.

Your responsibilities cover the following areas:

- a) You are required, as stated in Standard 3, to register with Environmental Health and you must follow any advice they give you about how to safely handle and prepare food.
- b) Some children will have special dietary requirements because of their religious or cultural backgrounds or because of their health needs. You must make sure that any food you provide or prepare is in line with these needs. Further advice could be sought from a health professional with the parents' permission.
- c) The number of meals and snacks that you provide will depend on the length of time a child is with you. If they are with you for a whole day, they may require three meals and three snacks. To meet all their nutritional needs the food should come from the four main food groups. These are:
  - Bread, rice, potatoes, pasta and other starchy foods
  - Fruit and vegetables
  - Meat, fish, eggs, beans and other non-dairy sources of protein
  - Milk and dairy foods.
- d) You must always provide fresh drinking water.
- e) If you are caring for babies, you must follow the Public Health Agency Guidance on Preparing and Storing Infant Formula. Guidance on this can be found in the footnote at the bottom of page 21 of the Standards.

- f) Where possible, meal times should be spent sitting at a table with you and the other children. This is the perfect opportunity for children to learn table manners and social skills. Eating together provides the opportunity for conversation and to develop listening skills.

How will this be inspected?

When inspected by the Trust you will be required to show evidence that children are provided with a wide variety of nutritious food and drinks. Examples of this are set out below:-

1. All meals, drinks and snacks provided meet the advice given on good nutrition found in the Health Promotion Agency document called "Nutrition Matters for the Early Years". Details about this document can be found in the footnote at the bottom of page 22 of the Standards.
2. You must have written records of the food and dietary needs of the children you care for and evidence that you have discussed this with parents. This should include any food preferences and allergies. Any assistants must also be aware of these needs.
3. Children should be encouraged to eat together to develop their social skills and gain independence through learning skills such as buttering toast and pouring drinks.

## Standard 6

## Promoting Positive Behaviour

**There is consistency in the use of positive strategies to establish acceptable patterns of behaviour and to promote children's wellbeing, self-esteem and development.**

Children can display a wide range of behaviours. It is important therefore that the environment that you create promotes positive behaviour which will encourage the children's social and emotional development.

You must write down the steps you take to manage children's behaviour and this must include bullying. This must be shared with and understood by any assistants and you must discuss it with all parents.

Your responsibilities cover the following areas:

- a) You make sure that the methods you use for managing children's behaviour must not include isolating, degrading, humiliating or frightening children and should not include using comments that put children down. You must never physically punish a child or threaten to do so. This includes smacking, slapping or shaking. Children should never be physically restrained unless they are in danger of seriously hurting themselves or others.
- b) Children learn a lot from the behaviours you display and the way you speak to them. It is therefore important for you and any assistants to speak to children and each other in a positive and encouraging way. This will help them develop their confidence, self-esteem, self-control and tolerance of others behaviour.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you are promoting positive behaviour and are helping children to develop their self-esteem. Examples of this are set out below:

1. The methods that you use to promote positive behaviour must be suitable for the age and stage of the child and their level of understanding. They should also help children to develop good relationships with adults and other children and to develop a sense of right and wrong.
2. Your own behaviour and the way you talk to children and adults, should set a good example to children, parents and any assistants, therefore helping develop children's self-esteem.

3. Parents need to be informed about their children's behaviour, both challenging and good, on a regular basis.
4. If you have had an incident where you have had to manage a child's behaviour, this should be recorded and shared with the parents on the day of the incident. Parents should sign and date this record to show that they know about it. All incidents should be recorded on separate pages from records of other children so that everything is confidential.

NOTE: The Child Care Partnerships and membership organisations such as NICMA and other independent organisations, provide guidance/training on "Promoting Positive Behaviour" and you are encouraged to attend this.

## Standard 7

## Working in Partnership with Parents

**Providers work in partnership with parents to meet the needs of children both individually and as a group.**

When considering if you are the right person to care for their children, parents will need to know about the service you provide.

You must have a Statement of Purpose. This is what you write down and will tell parents who you are, the quality of care that you hope to provide and how you run your business. An example of what is to be included in your Statement of Purpose is on page 58 of the Standards.

Your responsibilities cover the following areas:

- a) You must talk to parents so you have plenty of information about their child and can take action about any wishes or concerns the parents have about their child's care. Children will benefit from their carer and parents working together.
- b) You must keep written records about all children in your care and you will find a list of all the records on page 59 of the Standards.
- c) When sharing information with parents you will have to think how best to do this if they do not have English as their first language or have a disability. Disabilities may also need consideration when thinking about access to your home.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you are working in partnership with parents. Examples of this are set out below:-

1. Information should be shared with parents about the day their child has had in your care. This can be written or verbal.
2. Parents need to know the methods you use to deal with their children's behaviour and agree with the methods you use.
3. If suitable, parents should be involved in their children's care e.g. help with a planned outing.

4. Parents should be encouraged to participate in planning for your setting. You need to ask for their views/opinions on the care you provide for their children and if you plan to make any changes to this care.

## Standard 8

## Equality

**The setting actively promotes equality of opportunity and inclusion for all children and their parents and staff and positively values diversity.**

When writing your Statement of Purpose you will need to think about the children who you will care for and how you will treat them all in a way that the care provided follows the equality legislation. This does not mean that all children should be treated the same, but that they should all have the same opportunities and choices.

Your responsibilities cover the following areas:-

- a) You must make sure that all children have access to the resources, activities and facilities you provide.
- b) You must treat all children, assistants and parents with respect and dignity, showing them that they are valued. The children will come from all different backgrounds and they must be treated the same regardless of this and you should follow equality and anti-discrimination legislation.
- c) If you employ any assistants the Equality legislation must also be followed.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that your setting actively promotes equality of opportunity and inclusion for all children, parents and any assistants. Examples of this are set out below:-

1. Good communication with parents on a regular basis will help make sure that you are aware and respect the children's cultural needs and can provide the type of care the parents would wish for their child.
2. Children, parents and any assistants are treated equally regardless of their race, gender, culture, religion, ability, disability, age, marital or civil partnership status or sexual preference. A range of materials should be provided to help children develop positive attitudes towards others and help them understand and respect children from different backgrounds.
3. All children should have access to all toys and equipment whether they are boys or girls.

## Standard 9

## Additional Needs

**The inclusion, welfare and development of children who have additional needs are actively promoted, based on appropriate assessment.**

In the Standards the term Additional Needs includes those children with Special Educational Needs, who have a disability or autism or are children in need.

Your responsibilities cover the following areas:-

- a) When caring for a child, you may identify that the child possibly has additional needs. You must discuss this sensitively with the parents and encourage them to seek help from professionals such as their health visitor or doctor. You should treat this information confidentially and not share it with anyone else.
- b) Before looking after a child with additional needs you will need to make sure that your home is suitable to meet the child's needs, such as access or changing facilities and it will be necessary to discuss with the parents the needs of the child as they may require special equipment or services.
- c) You must consider the needs of the other children you care for if caring for a child with additional needs.
- d) There may also be children in your care who are defined as "children in need". These children may receive additional support from the Trust and at times it may be necessary for you to share information with other professionals. Parents will be aware of this.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you have considered the above if you are caring for a child with additional needs. You must write down the steps you take to care for children with additional needs. This will be discussed with the inspector.

## **Standard 10** Management and Monitoring Arrangements

**There are effective and efficient management and monitoring arrangements in the setting to support the work of staff and the care of children.**

**Please Note: This Standard only applies to those childminders who employ an assistant. If you work alone, this Standard does not apply to you.**

Your responsibilities cover the following areas:-

- a) How you employ assistants in line with equal opportunities and fair employment legislation. Are your recruitment methods open and fair?
- b) You must make sure that any assistants are at least 18 years of age.
- c) How you and any assistants respect the privacy of children and parents.
- d) How you identify what training and development needs your assistants require and how you make sure that these needs are met.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you have considered effective and efficient management and monitoring arrangements. Examples of this are set out below:-

1. You must show that training needs have been identified for your assistants and that they have been given the opportunity to attend this training.
2. Assistants will need to be able to show that they have a clear understanding of your Statement of Purpose and are in agreement with this.
3. You will need to be able to demonstrate how you work together as a team to make sure you address all issues relating to the children and work in partnership with their parents.
4. You will need to show how you are a good role model to your assistants in the way that you care for the children.
5. You will need to provide evidence of regular supervision and a recorded annual appraisal.

## **Standard 11** Organisation of the Setting

**Adult/child ratios, space and resources are organised to meet the children's needs effectively and to comply with the stipulations on the Registration Certificate.**

**Please note: This Standard applies to ALL Childminders. However there are some parts that only apply if you employ an assistant and these will be highlighted below**

Childminding settings need to be well organised so that the children are always cared for by you as the registered person and that your home is well organised so that the children's daily needs are met.

Your responsibilities cover the following areas:

- a) Childminders do not have to hold a formal childcare qualification. However you are encouraged to obtain one. Every three years you must attend the training in the three core areas for childminders which are safeguarding, paediatric first aid and health and safety.
- b) How you make sure you have suitable arrangements in place that cover any emergency situation such as taking a child for urgent medical care. Parents and the Trust must agree to these arrangements in writing.
- c) How you make sure there are sufficient adults available to accompany children on excursions and outings in order to keep them safe and that this is done with the parents' written consent. This may mean asking parents to help out but no one can be left alone with the children. A risk assessment is required to help work out how many adults are needed and if there are any issues that you might have to deal with on the outing that you need to consider in advance.
- d) How you keep a daily record/register of the children attending your setting. This should include their personal details and the time they arrive and leave and also any visitor to your home on that day.
- e) You must make sure that you keep to the child/adult ratios that are stated on your registration certificate and that unless agreed with the Trust, you do not care for more than one child under one year old.
- f) How you have arranged your setting so that it provides children with a broad range of play and learning opportunities to help their development when they are with you.

**The remaining points are for those childminders who employ an assistant.**

- g) How you make arrangements for short periods of cover for sick leave and annual leave (only applicable if you employ a category 2 assistant - please see Implementation Guidance to the Standards).
- h) What arrangements you have in place for supervising assistants work and your understanding of being accountable for their work.
- i) How you provide induction training for your assistants and what this covers.

**How will this be inspected?**

When inspected by the Trust you will be required to show evidence that you have considered how your setting is organised to best meet the children's needs and to comply with your registration certificate. Examples of this are set out below:-

1. You and any assistants are clear about your Statement of Purpose and that this is shared with parents.
2. Assistants are used in the best possible way so that children's needs are fully met.
3. Positive interactions between you, any assistants and children and children with other children.
4. Parents are kept informed at all times about their children's care and activities.

## **Standard 12** Suitable Person

**Those working with children in either paid or voluntary capacity or who have substantial access to them, are suitable individuals to do so.**

In order that the children you care for are kept safe, the people that care for them or have regular contact with them need to be suitable to do so. These people include all your family, any assistants and any regular visitors to your home.

Your responsibilities cover the following areas:-

- a) You, your family, any assistants and regular visitors have been vetted by the Trust. This includes an Enhanced Access NI Certificate.
- b) You keep an up to date record of anyone who assists you in caring for the minded children, all family members and regular visitors and when their vetting took place.
- c) If you employ an assistant, how you make sure that your recruitment arrangements safeguard children.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you have considered the suitability of those who help you care for the children or have access to them. Examples of this are set out below:-

1. You are in receipt of a Registration Certificate from the Trust and a letter of clearance for anyone else caring for the children and those who have regular contact with them.
2. You have the knowledge and skills to carry out your role as a childminder. This should be gained through attendance at the core training and any other relevant training such as child development, behaviour management and additional needs.

## Standard 13 Equipment

**Sufficient furniture, play equipment and materials are provided. These are appropriate for their purpose and create an accessible and stimulating environment.**

Childminding settings need to have the appropriate furniture, toys and equipment to meet the needs of the children you care for.

You must write down the steps you take to make sure that the play equipment is well maintained and replaced as necessary.

Your responsibilities cover the following areas:

- a) How you provide a range of safe and suitable indoor and outdoor play equipment and resources to meet the individual needs of all children in your care. The equipment provided must help children's learning and development as well as being fun to play with.
- b) How the play equipment and materials are stored to make sure that they are accessible to the children.
- c) How you make sure that where applicable, furniture and play equipment meets BS EN Standards or the Toy (Safety) Regulations.
- d) Where applicable, safety matting or soft surfacing is provided under climbing equipment.

### How will this be inspected?

When inspected by the Trust you will be required to show evidence that you are providing enough equipment and play materials that are suitable for the children's needs. Examples of this are set out below:-

1. You have enough furniture and play equipment for the needs of all children. This includes high chairs with a five point harness, buggies, safety gates and car seats that are suitable for the size of the child and are safely fitted.
2. The children you care for are able to choose freely from a range of play materials.

3. You can access your play materials and equipment safely.
4. All furniture and play equipment are in good condition. Any repairs are carried out to the equipment or it is replaced if needed.

## **Standard 14**   **Physical Environment**

**The premises are safe, secure and suitable for their purpose and meet relevant statutory requirements.**

The place where children are cared for has to provide them with the safety, space, comfort and range of facilities to meet all their daily needs.

As stated before, you must write down the steps you will take in the form of a risk assessment to make sure that their needs are met as safely and securely as possible. This should cover both indoors and outdoors.

You must also write down the steps you take to make sure that children are dropped off and collected safely from your setting.

Your responsibilities cover the following areas:-

- a) You must have a working telephone in your setting.
- b) How you manage to heat your setting to between 18 and 21 degrees at all times. It is useful to have a thermometer in each room where children are cared for.
- c) How you make sure, with the help of a risk assessment that children do not come into direct contact with hot radiators and heating pipes.
- d) How you make sure that any outdoor space is kept safe, secure and well maintained prior to registration and thereafter. Any fencing/walls must be to a minimum of 1.2 m high and be non-climbable.
- e) If you do not have any outdoor space, how you make sure that children are taken regularly to parks and playgrounds.
- f) How you make sure that provision is made for children to sleep and rest. All babies under the age of two must be provided with cots and each baby must have their own bedding. Travel cots are not recommended unless provided by the parent. It is not recommended that babies/toddlers sleep in rockers, car seats or buggies.
- g) How you provide supervision when children are being cared for in the kitchen.

- h) The Standards do not state the amount of space each child has in your home, but this will be assessed by the Trust when you are registered and must remain the same.
- i) Children must have enough space for physical and energetic play.
- j) How you provide for any mother who wants to breastfeed her child.
- k) How you make sure that food is stored, prepared, cooked and served hygienically.

How will this be inspected?

When inspected by the Trust you will be required to show evidence that your setting is safe, secure and suitable for caring for children. Examples of this are set out below:-

1. Your setting is clean, well-lit, well ventilated and maintained in good repair and decoration.
2. If you require planning permission or building control for any work you do, all recommendations are carried out.

## **Standard 15** Documentation

**Records are managed in accordance with legislative requirements and the setting's records management policy.**

You must keep records of all the children you care for and these records and those of any assistants and parents, must be made available to the Trust for inspection. Assistants should be made aware of this when you are employing them and parents before their children are cared for by you. These records must be of the following:-

- Any child looked after on the registered premises.
- Any person who assist in looking after the child.
- Any person who lives, or is likely at any time to be living, at those premises.

You must write down the steps you take on how you safely manage, store and destroy these records, including any you may keep on a computer. The records you have to keep for each child are set out on page 59 of the Standards. For further advice on how to manage records see Note 17 on page 46 of the Standards.

Your responsibilities cover the following areas:-

- a) How you share all records about a child with their parents and make sure that the parents sign and date them.
- b) How you keep records of all accidents, injuries and untoward incidents that happen to adults and children whilst they are at your setting. Untoward incidents could include a child going missing or having to evacuate your home. Parents must read, sign and date these records as soon after the incident as possible. If accidents relate to the following, they may need to be reported to the Health and Safety Executive and the Trust:
  - Work related deaths/serious injuries (to adults and children)
  - Injuries that take over three days to heal
  - Work related diseases
  - Dangerous occurrences

Home accidents may also need to be referred to:

- Environmental Health
- Public Health Agency
- The Trust

- c) How you inform the Trust about:
- Any changes to who lives or works at your setting.
  - Any plans to make changes to your setting such as building work.
- d) How you inform the Trust about:
- Allegations of abuse by you, an assistant, or any abuse that is reported to have taken place at your setting.
  - Any important event such as serious illness, injury or accident where a child needs medical attention or has died whilst in your care.
  - If you, any assistant or anyone living at the setting is part of a police or social services investigation which includes allegations of child abuse or domestic violence.
  - If you, an assistant or anyone living at the setting has received any new charges or convictions after they were vetted by the Trust.

How will this be inspected?

When inspected by the Trust you will have to provide evidence that your records are managed in the way that you have written down the steps you will take. Examples of this are set out below:-

- 1) Your certificate of registration and your insurance certificate are available for inspection by the Trust and parents.
- 2) All accidents and incidents are recorded promptly and in full. They must also be recorded in a way that maintains confidentiality.

## Standard 16 Complaints

**All complaints are taken seriously and dealt with promptly and effectively.**

Whilst caring for children you may receive complaints about the care you provide which could cover a range of things.

You must write down the steps you take about on how you manage complaints and share this with parents.

Your responsibilities cover the following areas:-

- a) You are fully aware of how you will manage any complaints.
- b) Any assistants know how to take and deal initially with a complaint.
- c) How you record all complaints and the steps you take to address them. This must be available to Trust staff.
- d) How you keep the person who made the complaint informed of any progress.
- e) The person making the complaint should read, sign and date the records of the outcome of the complaint and record if they are happy with the steps taken to deal with the complaint.
- f) How you inform a complainant of what steps they can take if they are not happy with the outcome of the complaint.
- g) How you use information from complaints to help improve the quality of your service.

### How will this be inspected?

When inspected by the Trust you will have to evidence that you take complaints seriously, deal with them quickly and effectively. This will be discussed with the Inspector.

## **List of Policies as outlined in the Minimum Standards:**

### **Absence of the Manager**

Standard 11 - Organisation of the Setting requires for a suitably qualified person to be in charge at all times and therefore could form the basis for this policy.

### **Accidents**

Standard 4 - Health and Safety in the Setting states that proper precautions are taken to prevent accidents and minimise risks. This policy could also be included in the comprehensive risk assessment on the setting which is also required in this Standard.

### **Additional Needs**

Standard 9 - Additional Needs. This Standard requires a policy which addresses how the setting responds to children with additional needs including both special educational needs and disability.

### **Allegations against Staff**

Standard 1 - Safeguarding and Child Protection requires a policy on reporting child protection concerns based on the Regional Child Protection Policy and Procedures.  
Standard 15 - Documentation refers to information that is required to be passed to the Registering Trust without delay in certain circumstances and could therefore form the basis of this policy.

### **CCTV**

Standard 1 - Safeguarding and Child Protection requires a policy and written procedures on the use of CCTV.

### **Complaints**

Standard 16 - Complaints. This Standard requires a policy on complaints that is publicised and made available to parents.

### **Confidentiality**

Standard 1 - Safeguarding and Child Protection. The policy on reporting child protection concerns will have to include reference to confidentiality.  
Standard 9 - Additional Needs. This refers to Children's rights to privacy and confidentiality being respected when discussing potential additional needs.  
Standard 15 - Documentation. This refers to the safe storage of documentation including children's records.

### **Consent**

Standard 3 - Children's Health and Wellbeing refers to parents giving permission for their children to have contact with animals, administration of medication and the application of sunscreen and therefore could form the basis of this policy. This is not an exhaustive list of consents to be gained from parents.

### **Data Protection**

Standard 15 - Documentation. This covers all aspects of documentation required and therefore could provide the basis for this policy.

### **Equality**

Standard 8 - Equality deals with all matters in relation to equality and therefore could provide the basis for this policy. The admissions policy should be covered in the Statement of Purpose (See page 58).

### **First Aid**

Standard 3 - Children's Health and Wellbeing requires a Risk Assessment on the number of First Aid boxes a setting has. This policy could be contained within this Risk Assessment. Reference to staff with Paediatric First Aid is also within this Standard.

### **Infection Prevention and Control**

Standard 3 - Children's Health and Wellbeing requires a policy on the exclusion of children who are ill or infectious.

### **Intimate/Personal Care**

Standard 1 - Safeguarding and Child Protection requires a policy and procedure for intimate/personal care.

### **Maintenance and Replacement of Play Equipment**

Standard 13 - Equipment requires a policy on the maintenance and replacement of play equipment.

### **Managing Aggression**

Standard 6 - Promoting Positive Behaviour requires a policy on behaviour management, including bullying.

### **Managing Emergencies**

Standard 3 - Children's Health and Wellbeing requires a policy and procedure on dealing with medical emergencies.

Standard 4 - Health and Safety in the Setting requires a policy and procedure on how to deal with safety emergencies.

These two policies could be combined to meet this requirement or could remain separate.

### **Management of Medicines**

Standard 3 - Children's Health and Wellbeing requires a policy and written procedures on the management of medicines.

### **Management of Records**

Standard 15 - Documentation requires a Record Management policy. This could also include the policy on retention, safe storage and destruction of records which is also required in this Standard.

### **Management of Risks Associated with the Care of Individual Service Users**

The Standards require a number of Risk assessments to be completed as follows:

- Standard 3 Contact with Animals
- Standard 3 Contents of First Aid Boxes
- Standard 4 Health and Safety of the Premises
- Standard 4 Fire Safety
- Standard 11 Outings
- Standard 14 Drop off and pick up of Children
- Standard 14 Outdoor Play space

### **Menu Planning**

Standard 5 - Food and Drink requires a policy on the provision of food and drinks and menu planning could be incorporated within this.

### **Mobile Phones**

Standard 1 - Safeguarding and Child Protection requires a policy on the use of Information and Communication Technology (ICT) Equipment and Code of Conduct in relation to the use of mobile phones.

### **Parents Access to Records**

Standard 15 - Documentation refers to records about a child being made available to parents and therefore could be the basis for this policy.

### **Participation**

Standard 7 - Working in Partnership with Parents refers to the involvement of parents in their child's care and they are encouraged to participate in the work of the setting. Therefore this could form the basis of this policy. This Standard also refers to the Statement of Purpose setting out information for parents.

### **Photography and Videography**

Standard 1 - Safeguarding and Child Protection requires a policy and procedures on the taking of photographs.

### **Play**

Standard 2 - Care Development and Play refers to the care developmental and play needs being met and could therefore form the basis of this policy.

### **Provision of Food and Drink**

Standard 5 - Food and Drink requires a policy on the provision of food and drinks. Menu planning can be incorporated within this.

### **Reporting Adverse and untoward Incidents**

Standard 15 - Documentation refers to information that requires to be passed to the Registering Trust and could therefore form the basis of this policy.

### **Security of the Setting**

Standard 4 - Health and Safety in the Setting refers to a Risk Assessment for the setting and therefore this policy could be incorporated in this Risk assessment.

### **Smoking**

Standard 3 - Children's Health and Wellbeing refers to all buildings and grounds being smoke free. This could therefore form the basis of this policy.

### **Social Networking**

Standard 1 - Safeguarding and Child Protection requires a policy on the use of Information and Communication Technology (ICT) Equipment and a Code of Practice in relation to the use of mobile phones.

### **Staffing**

Standard 10 - Management and Monitoring Arrangements, Standard 11 - Organisation of the Setting and Standard 12 - Suitable Person all cover issues with regard to staffing and could be used to form the basis of this policy.

### **Transport**

Standard 4 - Health and Safety in the Setting requires a policy and procedures on the transport of children.

### **Whistle Blowing**

Standard 1 - Safeguarding and Child Protection requires a whistle blowing policy.