

SELF-EVALUATION FORM GUIDANCE NOTES – CHILDMINDERS

The Early Years Self Evaluation Guidance Form should be used by Childminders who are registered with the Trust to provide childcare under the Children (NI) Order 1995.

Why should I complete my Self Evaluation Form?

You are required as part of your ongoing registration to complete this form to help you prepare for your annual inspection. It will help you think how best to create and improve your service, so that it meets the standard of care required under the Childminding and Day Care for Children under age 12 - Minimum Standards (The Standards) and your Registration Certificate and offers the best experience for the children in your care. The Self-evaluation Form provides important questions for you to ask as you consider and improve your service.

The Self-evaluation form gives inspectors an idea of which parts of your service you feel work well and those which you hope to improve.

When should I complete my Self Evaluation Form?

The Trust Early Years Team will send out the part of the Self Evaluation Form that relates to the Quality Area under which you are due to be inspected and this will always include Safeguarding and Child Protection. You will be expected to return the form two weeks before the date of your inspection.

What should I think about when completing my Self Evaluation form?

You should think about how your Childminding service meets the requirements of your registration certificate and The Standards, Implementation Guidance and your Policy and procedures, to make sure you provide quality care for all children minded by you. You will be given an opportunity on Page 6/7 of the Self-Evaluation form to look back at your previous inspection to make sure you have completed all the "criteria to be met" from your last inspection. This means all that needs put in place to meet the Standards. It is important that you have followed these through.

How do I complete my Self Evaluation Form?

It is important that you have a copy of The Standards and Implementation Guidance. You will need to look at the document to see if you are meeting the parts of the Standards that are written for Childminders. These are the parts written in yellow, green and purple. You will find the word 'compliance' or 'comply with' used in The Standards and in your Self-Evaluation Form. All this means is that it is important for you to follow the law or standard so that you are providing the best possible care for the children and meeting The Standards.

- Answer the questions openly using these guidance notes which explain what is needed in each section
- It is not necessary to write at length and it is fine to use bullet points
- You need to provide details on any assistants you employ
- You need to provide details of all the children you care for
- Think about what parts of your service works well for the children and what needs improving
- Look at to your last inspection report and the recommendations made on it
- Think about the changes you have made since your last inspection and what is working better.

How will my Self-evaluation form be used?

The information you provide will form the basis for the inspection. The inspector will consider your views of the setting and will make sure that the information you have provided can be backed up by evidence on the day of inspection.

Early Years Inspection Self-Evaluation Guidance Notes

Childminders

These notes will help you to complete your Self Evaluation Form.

Please note that the bullet points noted below are for guidance purposes only and there may be other information you want to provide. When completing your Self Evaluation Form it will be important that you make sure that your service keeps to The Standards and Implementation Guidance.

Section 1

Quality of Care

1.1 *Children are safeguarded through systems and practices that are consistent with Regional Safeguarding Child Protection Policies and Procedures.*

You need to show that children's protection is given the highest priority. You should consider:-

- What training have you attended?
- Do you have a written policy and code of practice?
- How your policy is shared with parents
- Have you a policy in relation to the use of mobile phones and photographs?
- What arrangements do you have for children being collected by adults who are not parents?
- Do you have a whistle-blowing policy?

Section 5

Policies & Procedures

Please make sure that all policies are provided for your setting that are asked for in The Standards. You have been given a list of all these policies in the Self-Evaluation Form.

Some policies are only relevant if you employ an assistant.

It is your responsibility to ensure that all policy and procedures are available, fit for purpose and reviewed on an annual basis, or more often if required

Views of parents and children who use your service

This section asks you to tell us how you seek the views of all those who use your childminding service including children and their parents/carers. It asks about the action you take to deal with issues/concerns raised by children or parents.

- The way you gain their views eg talking to them, questionnaires.
- Any action you would take to change your services as a result of what they have told you.
- Do you ask parents and others to complete a questionnaire about how satisfied they are with the care you give or do you meet with parents to discuss the care?
- How do you know the children's views and ideas, and those of the assistant/s?

Your views on the care you provide

This section asks you to tell us about your views as to the care you give.

(a) Include details of:-

- Your building including areas/rooms used
- Access to outdoor play
- Disability access
- The days and hours you operate
- Numbers of assistants and their qualifications
- Training provided for/undertaken by yourself and assistant(s)
- Whether any children have additional needs due to disability or language difficulties.
- Are you an accredited service? (eg NICMA's Quality First Award)
- Are there additional services that you provide?
- Is there something you are proud of in your service?

(b) You have been asked to review the childminding service you provide and identify any changes needed to help you improve your service such as:

- Use of rooms
- Training/qualifications
- Outdoor play
- Practice improvements

Remember – identifying possible improvements shows that you have thought about the service you provide and want to continually improve it.