



Early Years Inspection Self-Evaluation Form

Childminder

If this document is not typed - please complete clearly in black ink

QUALITY OF CARE

PART 1

Name of Childminder:	
Date of Birth:	
Address of Childminder:	
Post Code:	
Telephone No:	
Email Address:	

	Total No of Children Under 12 years	No of Children Under Compulsory School Age
Number of children in your own family:		
Number of children for which you are registered:		
Number of children currently minded:		

Days service provided	
Hours service provided	

Household members

Names	Date of Birth	Address	Have these people been vetted?	
			Yes	No

Regular visitors

Names	Date of Birth	Address	Have these people been vetted?	
			Yes	No

Have there been any changes to the household or new regular visitors since last inspection?

Yes **No**

If yes, name, and date of vetting clearance letter (if applicable)

Please provide details of all **mind**ed Children

Child	Name	Address	Date of Birth	Parents	Days & Hours Minded
1					
2					
3					
4					
5					
6					
7					
8					

Training

	Yes	No	Date completed
12 hour Paediatric First Aid Training:			
Safeguarding and Child Protection Training:			
Health & Safety Training:			
Training since last inspection if different from above:			
Accreditation achieved (if applicable)			

If you are booked on a course for any of the above please provide details.

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Assistant(s) (if applicable)

Name:			
Category:	Category 1		
	Category 2		
Date of Paediatric First Aid Training:			
Date of Child Protection Training:			
Date of Health & Safety Training:			
Training since last inspection if different from above:			

Have there been any structural changes to the home since last inspection?

Yes		No	
Comment			

Who provides cover in the case of an emergency?

Have parents given written consent for these arrangements?

Yes		No	
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	Yes	No
<ul style="list-style-type: none"> Do you have Public Liability Insurance? <i>If yes:</i> Name of Insurers: Date of expiry: 		
<ul style="list-style-type: none"> If you employ an assistant, do you have Employers Liability Insurance? 		
<ul style="list-style-type: none"> Do you have any other work/employment? <i>If yes, please give details</i> 		
<ul style="list-style-type: none"> Do you or any assistant or household member smoke? 		
<ul style="list-style-type: none"> Are you aware that there must be no smoking during the working day even if children are not on the premises? 		
<ul style="list-style-type: none"> Are you aware that you and any assistant must not be under the influence of any substance that would impair your judgement whilst in charge of children? 		
<ul style="list-style-type: none"> Have you had a period of physical or mental ill-health which affected your ability to work in the last year? <i>If yes, please give details</i> 		
<ul style="list-style-type: none"> Are you on any medication that may affect on your ability to work? <i>If yes, you will be required to supply a medical reference</i> 		
<ul style="list-style-type: none"> Are all the people who live in the home in good physical and mental health? <i>If no, please give details (a separate sheet can be used for these questions)</i> 		
<ul style="list-style-type: none"> Have you been involved in a criminal case since the last inspection? (this includes cautions, convictions or pending cases) <i>If yes, please give details</i> 		
<ul style="list-style-type: none"> Have any of the people who live in your home or the regular visitors been involved in a criminal case since your last inspection? (this includes cautions, convictions or pending cases) <i>If yes, please give details</i> 		
<ul style="list-style-type: none"> Have any of the children who live in your home reached the age of criminal responsibility ie 10 and require to be vetted since last inspection? <i>If yes, please give details</i> 		
<ul style="list-style-type: none"> Have you or any of the people who live in your home or regular visitor had any involvement with Social Services since the last inspection? <i>If yes, please give details</i> 		

Standard 3	Yes	No
• Are you registered with Environmental Health? (page 15)		
• Do you have a First Aid Box that is compliant with the Health and Safety (First Aid) Regulations (NI) 1992? (page 15)		
• Does your First Aid Box contain the suggested list of contents as described in Section 5 of the Minimum Standards? (page 54)		
• Do you regularly check your First Aid Box and replace items as necessary? (page 14)		

Standard 4	Yes	No
• Are you compliant with relevant health and safety regulations and guidance? (page 18)		
• Are you compliant with firearms legislation (if applicable)? (page 18)		
• Is your Health and Safety Risk Assessment updated on an annual basis and do you have a written plan saying what you would do to reduce any risks?		
• Are you aware that the Health and Safety Risk Assessment should be updated if you make any changes to your home?		
• Is your Fire Risk Assessment updated on an annual basis and all recommendations carried through? (page 18)		
• Does any safety glass used meet with BS EN Standards or is purpose-made film fitted to doors, windows or furniture that are accessible to children? (page 18)		
• Are all your cleaning materials used in compliance with COSHH Regulations? (page 19)		
• Are all your soft furnishings and textiles flame retardant and do they comply with BS EN guidelines? (page 20)		
• Do your gas and electrical appliances and their fitting, conform to safety requirements? (page 20)		

Note the page references refer to where this can be found in the Standards

Have all the criteria to comply with the Minimum Standards and Implementation Guidance been met from last year's inspection report?

Yes

No

If no please list below

Section 1: Quality of Care Safeguarding & Child Protection

Please refer to pages 2 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

1.1 Children are safeguarded through systems and practices that are consistent with Regional Child Protection Policies and Procedures (if you do not have a copy of these please see the Trust website).

Please show how your care of children meets the criteria/points as set out in the Standards.

Tell us about any criteria/points you are not meeting

Section 5: Policy and Procedures

Please refer to page 3 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

You are required to have the following policies and procedures in place that reflect your practice. Policies are the responsibility of the provider and should be reviewed on an annual basis.

Do you have policies on the following?

	Yes	No
Absence of the Manager*		
Accidents – prevention, reporting, recording and notification		
Additional Needs		
Allegations against staff*		
CCTV		
Complaints		
Confidentiality		
Consent		
Data Protection		
Equality		
First Aid		
Infection Prevention and Control – including the exclusion of children who are infectious or ill (informed by the Public Health Agency document which is mentioned on page 15 of the Standards).		
Intimate/Personal Care		
Maintenance and Replacement of Play Equipment		
Managing Aggression and Challenging Behaviour including Bullying		
Management of Emergencies		
Management of Medicines		
Management of Records		
Management of Risks Associated with the Care of Individual Service Users		
Menu Planning		
Mobile Phones		
Parents' Access to Records		
Participation		
Photography and Videography		
Play		
Provision of Food and Drink		
Reporting Adverse and Untoward Incidents		

Cont'd

	Yes	No
Safeguarding and Child Protection		
Security of the Setting		
Smoking		
Social Networking		
Staffing*:		
• Behaviour & Conduct		
• Clothing / Uniform		
• Discipline		
• Grievance		
• Induction		
• Meetings		
• Records		
• Recruitment		
• Rotas		
• Supervision and appraisal		
• Training and development		
Transport for Service Users – provision and use		
Whistle blowing		

** Are not required by childminders unless they employ an assistant.*

	Yes	No
• Are all parents given the opportunity to see your policies?		
• Are all your policies updated each year?		
• Are all policies shared with Assistants? (if applicable)		

Views of Parents & Children who use your service

Please refer to page 3 on the Guidance Notes & pay attention to the criteria/points in the Standards & the Implementation Guidance

Please tell us about

- (i) What do the minded children and their parents think of your service?
- (ii) How do you know this?
- (iii) Have you changed your practice after hearing their views?

Your views on the care you provide

Please refer to page 3 & 4 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

What do you think you are doing well as a childminder and is there anything you feel you should do differently?

Please make sure that you have all the following documentation for your inspection as well as all your policies.

Quality of Care

	Yes	No
• Code of Conduct for childminder and assistant (if applicable) on the use of mobile phones and social networking websites		
• Written Parental Consent for Photographs		
• Evidence of a signed and dated record of anything which causes a childminder or assistant concern about a child or any allegations made by the child		
• Any child protection investigation (if applicable)		
• A risk assessment for any animals kept as pets (this can be within the Health and Safety Risk Assessment).		
• Parents written permission for children to have contact with animals.		
• Parents written permission for administering medicines.		
• Parents written permission for sun screen to be used.		
• Records of Fire Drills and evidence that any relevant equipment had been serviced. This should be kept in a fire log book		
• Car insurance, licence, tax and MOT certificate.		
• A list of named, vetted drivers.		
• Parents written permission for children to travel in the vehicles.		

Are all these safety requirements in place for your registered premises?

Indoors	YES	NO
a) Nursery fireguard for open gas, coal or electric fires		
b) Low temperature surfaces on radiators/guards/thermostats		
c) Hearth hazard made safe		
d) Stair gate/s		
e) Safety film or glazing on all glass doors		
f) Safety film or glazing on all accessible windows		
g) Cords inaccessible on all blinds		
h) Pull Cord Safety		
i) No tripping hazards to include floor coverings		
j) Vertical balustrades with gaps of no more than 100mm		
k) All windows locked or restrictors in place		
l) All external doors locked with safe access to keys		
m) Cooker safety with use of back rings		
n) Freezer locked or inaccessible		
o) Locks on low cupboards		
p) Tumble dryer/washing machine off at mains		
q) Short kettle flex and other leads		
r) Knives out of sight and reach		
s) Cleaning materials kept out of reach and view of children		
t) Alcohol kept out of reach and view of children		
u) All medicines are inaccessible to children		
v) Fresh drinking water is available at all times		
w) Bunk beds out of use or ladder removed		
x) Safe use of cot and positioned safely		
y) All toys and equipment are safe for use by children		
z) Baby walkers not in use		
aa) Premises and equipment are clean and good hygiene practices are observed including for food preparation		
bb) Regulation cabinet for firearms		
cc) Carbon monoxide detector		

Fire Safety	YES	NO
a) Smoke detectors on each level		
b) Fire blanket which conforms to BSEN Standards in the kitchen		
c) Appropriate location of key for fire escape window		
d) Awareness of Fire Safety		
e) Awareness that contact can be made with the Fire Brigade for advise		
f) Candles not to be used whilst minding		
g) Safe storage of matches		

Outdoors		YES	NO
a)	Safely enclosed play area		
b)	Child-proof gate latches		
c)	Safe non-climbable fencing or walls a minimum of 1.2 m high		
d)	Safe cover for water features, ponds, hot tubs, swimming pools and no access to streams (if applicable)		
e)	Safe inaccessible storage of garden tools, equipment and chemicals		
f)	Greenhouses fenced off or have safety glass		
g)	Gas cylinders made inaccessible as per manufacturers guidelines		
h)	Safety supervision and awareness of poisonous plants		
i)	Safe and age appropriate use of large outdoor equipment including swings, climbing frames and trampolines (note: parental permission may be required).		
j)	Garages and outdoor sheds made inaccessible		

Pets		YES	NO
a)	Parents advised of the presence of pets (if applicable)		
b)	Parents have given written permission for access to Pets (if applicable)		
c)	Safe supervision and hygiene practices for pets		

Farms (if appropriate)		YES	NO
a)	Designated outdoor play area to be secured		
b)	Chemicals, pesticides and animal medicines to be stored safely		
c)	Slurry tanks/sheep dipping areas to be securely fenced off		
d)	Contact with farm animals only with parental permission and supervision		
e)	Are there any other safety issues identified? If so, comment		

<ul style="list-style-type: none"> Are you aware that it is your responsibility to comply with all the Quality Areas within the Standards and Implementation Guidance? 	Yes	
	No	

Complaints/Concerns since Last Inspection:

Further Comments

Completed by:	
Signature:	
Date Completed:	
Date of last Inspection:	

Evidence for all information provided on the form will be sought on the Day of Inspection

FOR TRUST USE

Date received by Trust:	
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Read by:	
Date:	