



## **ACCIDENT/INCIDENT POLICY**

The safety of your child is of the utmost importance and I will take every measure I can to protect your child from hurting themselves. However unfortunately occasional accidents/ incidents may happen therefore I will follow these procedures to deal with any situations which may arise.

I will comfort the child and reassure them and will assess the extent of their injuries and carry out any first aid procedures that are necessary and that I feel competent to carry out and have been trained to do, or will call for medical assistance (doctor), emergency services (ambulance) or take the child as quickly as possible to Accident & Emergency.

I will contact you as soon as possible to inform you of any accidents and if necessary to ask you to return to care for your child or meet me at the hospital.

After every accident or incident, requiring first aid or medical attention, I will complete a report in my accident book and ask you to sign the report and provide you with a copy

If the accident or incident requires any medical treatment I will inform my Insurance Company (if required) and contact SCSWIS for further guidance and support if necessary.

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

March 2020

## **ADMINISTRATION OF MEDICATION**

Prior to any medication being administered to your child whether prescribed or not, I will require a signed parental consent form each day that the medication is to be administered.

Additionally I will need your assurance that your child has previously had this medication as I am unable to administer the first dose. It is also very important that you inform me of any medication (type, time and dose) you may have given your child before they arrive into my care in order to protect your child, as well as you and me.

I will keep a written record of all medication administered as well as all consent forms and will also request a parental signature at the end of each day.

All medicine given to me to administer must be provided in its original bottle/container with the manufacturers guidelines on it and if prescribed medication the details from the GP/Pharmacy.

I will administer non-prescribed medication, provided by yourself, such as cough mixtures, Calpol, Ibuprofen, teething gel etc to your child as long as they are displaying relevant symptoms to warrant administering medication and you have signed a parental consent form for me to do so. I will NOT exceed the recommended dose or administer it for longer than the recommended number of days that are stated on the package instructions.

I will ensure that all medication given to me is labelled with child's name, is within the expiry date and stored safely and correctly and prescribed medication has the dosage to be given and times.

If your child has a self-held medication, such as an inhaler or epipen, please obtain an additional one for me to keep at my home to avoid the risk of forgetting to bring it. Please discuss any allergies or long term conditions your child may have requiring specific types of medication as I may need additional training to administer these forms of medication.

If your child requires medication to be administered at the onset of specific symptoms I will require details of these trigger symptoms.

If your child suffers from asthma or allergies relating to pets or their fur please see Pet Policy and discuss the matter with me.

If your child needs to take medication prescribed by a doctor, please discuss this with me. I will need you to sign an additional consent form. In cases where the prescription is for antibiotics I may ask you not to bring your child for the first few days to ensure your child does not develop an allergic reaction to the medication and depending on their illness to prevent the spread of infection to others and will follow the exclusion period guidelines for infection control in childcare settings by the Health Protection Agency.

If your child develops a rash or what appears to be an allergic reaction to their medication I will contact you to collect your child as soon as possible so that you can have them checked by a doctor.

If your child refuses to take required dose of prescribed medication, spits it back out or is sick soon after and amount of dose ingested cannot be determined I will contact you as soon as possible to let you know and get your advice. I will also record details on the administration of medication form.

If you have any concerns regarding the administration of medication please do not hesitate to discuss them with me.

March 2020

## **ANTI-BULLYING POLICY**

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

Bullying can include:

- Physical: such as pushing, kicking, hitting, biting, etc
- Verbal: such as name-calling, sarcasm, rumour spreading and teasing
- Emotional: such as excluding, ridiculing, humiliating and tormenting
- Racial: such as comments or gestures

I strive to ensure that all children feel valued in my care and want them to enjoy their time here, it is important that everyone is taught not to bully others. Therefore I will aim to prevent:

- Name calling and verbal abuse
- Fighting or 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 in my care or at nursery, school or is bullying another child or other children, I will discuss this with you immediately. I will work with you to support your child to resolve the problem. Additionally, if you have any concerns about your child or the behaviour of any other children in my care, please discuss these concerns with me (but not in front of the children) immediately.

March 2020

## **BEHAVIOUR MANAGEMENT**

### **Aim**

I aim to provide a high quality childcare service for parents and children. In order to achieve this I need to set reasonable and appropriate rules and boundaries to help manage the behaviour of the children.

### **Procedures**

I will encourage and praise good behaviour to help build a child's confidence, self-esteem and self-discipline.

I will give praise and attention to children and encourage them to share toys and equipment and respect others. Children will be taught that any form of harming others is not acceptable and not permitted in my home.

If a child is showing unacceptable behaviour initially I will try to ignore it to ascertain if it is an isolated incident. If it continues I will remove the child from the situation and where possible distract them with another activity.

I will never administer physical punishment or any form of discipline causing pain, discomfort or humiliation. Reasons why behaviour is unacceptable will be explained to children and I will be consistent with my rules.

If any unacceptable behaviour becomes frequent and disruptive to other children I will involve parents. This will be done at a convenient time and in confidence.

### **Child's own toys from home**

I try to discourage children bringing their own toys to my setting as this can cause problems when other children want to play with them.

I teach the children that all the toys in my setting belong to me and they are all welcome to play with them and have to share them and take turns. This however becomes a problem when they bring their own toys as they often are more possessive and unwilling to share with others. Children's own toys may also get broken or damaged therefore I tend to put them aside and let them have them back when they are going home.

March 2020

## **CHILD PROTECTION POLICY**

### **Aim**

I believe that all children have the right to be cared for in a safe and secure environment whether in my home or in the community. At all times I will act in the best interest of the children to protect them from harm.

### **Procedures**

This statement details the procedures that I will follow if I have any child protection concerns. My greatest responsibility is the safety, welfare and well being of all children in my care and I therefore have a duty to the children, parents and carers to act quickly and responsibly in any situation that may come to my attention or arouses my suspicions.

I have a duty to report any suspicions around child protection to the Local Authority who have a duty to investigate such matters.

I am aware of and will follow the procedures set out in the Local Authority Child Protection Guidelines and take their advice on such matters.

### **Retention of Information relating to Child Protection cases**

All information relating to any child protection issues are retained by me for 25 years and are not covered by GDPR and the right to have information removed.

### Local Social work contact details

The Johnnie Walker Bond,  
15 Strand Street,  
Kilmarnock  
Tel: 01563 554200

### Kilmarnock Police Station

10 St Marnock St  
Kilmarnock  
01563 505240/505030

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## **COMPLAINTS PROCEDURE**

I will do all I can to ensure you are happy with the service that I provide, however if you have any concerns or issues you want to discuss regarding the service I provide or individual requirements I will be more than happy to do so in order to try to reach an agreeable outcome.

I can arrange to speak to you in the evening or weekend if you prefer not to discuss the matter while your child /children are present.

Complaints can also be made directly to SCSWIS but I would hope that this would not be necessary and that you will find me approachable and we can resolve the issue between ourselves.

As required by SCSWIS all complaints will be logged together with the outcome and any action taken.

### **Retention of Information relating to Complaints made**

All information relating to any complaints made are retained by me for 25 years and are not covered by GDPR and the right to have information removed.

Contact details for the SCSWIS are as follows:

SCSWIS local office

Renfrewshire House, Cotton Street, Paisley, PA1 1BF

Tel: 0345 600 9527

SCSWIS,

Compass House, 11 Riverside Drive, Dundee, DD1 4NY

Tel: 0345 600 9527

Email: [enquiries@scswis.com](mailto:enquiries@scswis.com)

SCSWIS will respond to any complaint within 20 days.

I will respond to any complaint within 14 days

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### **CONFIDENTIALITY**

All information given to me, either verbally or in writing, regarding your child or your family, will be treated as confidential.

In some instances information relating to illness or disease may have to be passed to other parents to ensure infection control measures are followed and to ensure other children are not at risk.

Parents will only have access to their own child's records but not to others. All documentation relating to your child will be stored in a file, which is not accessible to any other party. See also my **GDPR and Data Collection and Retention Policy**

I will however pass information to Social Services and to SCSWIS if I have any concerns that your child is being abused. Please see my **Child Protection Policy**.

You will also find out confidential information about my family and myself during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

If you have any concerns regarding this policy please do not hesitate to contact me.

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### **EMERGENCY PROCEDURES**

In the event of an emergency, where possible, I will ensure the children are kept at my home and be looked after by a member of my household, who will hold an enhanced disclosure (which can be viewed on request) and who your children will already be familiar with until you are able to arrange for them to be collected.

If it is not possible to leave your child with one of my family members or the emergency is at my home I will take the children to one of my emergency contacts, one of whom is a police officer and the other a registered nurse (both are PVG holders) or to your provided emergency contacts (whichever is most convenient or closer)

If on an outing I will always keep the appropriate telephone numbers with me and will phone all parents and/or emergency contacts to notify them of the situation and arrangements for collection of children as soon as possible.

March 2020

## **EQUAL OPPORTUNITIES**

### **Aim**

To ensure that I provide equal opportunities for all children in my care and provide a service free from discrimination

### **Procedures**

All children in my care will be regarded as individuals and have their individual needs met, be valued equally and be given equal opportunities to fulfil their potential.

I will not discriminate against any child, parent or carer because of their gender, race, disability, nationality, religious beliefs, culture, marital status, employment, class or age etc and will make the children aware of these differences and teach and encourage them to treat everyone with the same respect.

I will provide a range of play materials, toys and books which promote equality and which are free from racial and gender stereotyping and I will encourage both boys and girls to participate in all activities.

March 2020

## **FIRE ESCAPE PROCEDURE**

In order to keep the children and myself safe I have developed the following procedure to evacuate my home in the event of an emergency.

This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of a real life situation. Practices will be carried out on various days and using both fire exits to ensure fire drills are carried out with all children and the details will be recorded.

### **PROCEDURE**

- Sound the alarm (this will be by pressing the test button on the smoke alarm - to familiarise the children to the sound)
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- I will take with me:
  - Attendance Record for the day
  - Contact numbers
  - Mobile phone

- Assemble at the side of the house on grass area at a safe distance from house.

#### IN THE EVENT OF A FIRE I WILL ALSO:

- Contact the emergency services
- Make arrangements with emergency contacts and arrange for the children to be taken to safe place until parents can collect them.
- Comfort and reassure the children throughout procedure
- Follow the instructions of the Emergency Services and do not return to the building until the Emergency Services have declared it safe to do so.

Fire escape exits are at the front of the building, the side and at the rear.

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## **FOOD AND DRINK POLICY**

### **Aim**

To ensure that children are provided with adequate amounts of food and drink and that it is properly prepared, varied, nutritious and fulfils any special dietary or religious requirements.

### **Procedures**

Water, sugar free fruit juice and milk will be available when the child requires it and at meal times. Children will be offered drinks at regular intervals, especially in warm weather, and may also ask at any time if they require a drink.

Snacks and meals will be prepared in the kitchen and occasionally, according to age and ability, the children will assist in preparing snacks and meals under close supervision.

Snacks such as fruit and yoghurt will be provided in the morning and after school.

Children will be encouraged to try a variety of foods and be given sufficient time to finish their meal.

### **EU Food Allergen Regulations**

Following the introduction of EU Food Allergen regulations I will keep a record of all daily food provided to children and details of the allergen content of these foods will be available if required. This information will be available at all times to parents. I will obtain confirmation of any allergies the child has or later develops and update this information at least every 6 months.

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## **GDPR AND DATA COLLECTION AND RETENTION POLICY**

Under the General Data Protection Regulations (GDPR) introduced in May 2018 all Early years and childcare settings are required to inform parents on the way they collate, store, use and retain any personal information gathered relating to the children in their care and of families.

Parents have the right to see this information and can ask that some personal information be deleted or destroyed after child leaves my setting unless this information is required by me to be retained under the terms of my registration with the Care Inspectorate, my Public Liability Insurance Company, HMRC or in relation to Child Protection issues.

This policy will be discussed in greater detail before any contract to provide childcare is agreed and signed and I will require signed consent to retain this information.

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## **HEALTH & SAFETY POLICY**

The following procedures are in place to ensure the Health and Safety of your child while in my care.

### **PROMOTING A HEALTHY LIFESTYLE**

It is important to promote a healthy lifestyle to children from an early age by providing and encouraging them to eat a healthy balanced diet and to get regular exercise and fresh air and I will work with you to teach your child about making healthy food choices and taking part in physical exercise.

### **DENTAL CARE**

I am happy to assist and encourage children to clean their teeth after meals if you provide me with their own toothbrush and toothpaste. However it is now recommended by dentists to clean teeth only morning and night time so in most cases this will only be after breakfast time if your child has breakfast with me.

### **HEALTHY EATING**

I am happy to provide healthy lunches, drinks and snacks to all children if required, or if preferred I will warm and serve food provided by parents and will store all food provided appropriately

I will encourage children to try new foods and choose healthy options and will introduce them to various foods from other countries and cultures.

I will encourage children to take part in food purchasing, preparation and menu planning depending on their age and ability.

I am happy to discuss menus with parents and cater for children with food allergies, special diets, religious or cultural requirements while also taking into account any likes / dislikes, favourite foods etc that they may have.

I will record what your child has eaten and approximate amounts in their daily diary. If you have any concerns regarding diet/menu/quantity please do not hesitate to discuss it with me.

Water, milk or sugar free fruit juices (diluted with water) will be available to drink.

I do not permit children to have sweets or fizzy drinks; unless it is a special occasion and parents have given permission.

**See Also FOOD AND DRINK POLICY RE: ALLERGENS**

### **KEEPING YOUR CHILD SAFE**

I aim to ensure that your child does not come to any harm whilst in my care and will take any necessary precautions to do so.

### **TOYS**

I will offer children a range of toys appropriate to their age and stage of development and which will provide a range of play and learning experiences.

All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Details will be recorded in my maintenance and cleaning log.

Any toys found to be broken or hazardous will be removed and discarded immediately.

### **EQUIPMENT**

I will carry out a risk assessment of my home every morning before any children arrive to ensure that the environment is safe

All equipment will be cleaned and checked regularly and where appropriate be fitted with the correct safety harnesses to prevent accidents (i.e. highchair and pushchairs).

I have preventative safety equipment in place to minimise risks to the children in my care (i.e. fireguard, stair gates, etc)

### **TRAVEL & ROAD SAFETY**

Car seats will be checked regularly for wear and tear, to ensure they are correctly fitted and are age and height appropriate.

Children must stay with me when we are away from the home and will be strapped into a pushchair, wear a harness or wrist strap, or hold onto my hand or pushchair as appropriate.

I will have emergency contact details with me at all times should I need to contact parents.

I will work with you to teach the children about safety issues like crossing the road and stranger danger and will restrain a child if they are putting themselves or others in danger, for example running into a road.

## **KITCHEN**

I will follow strict hygiene guidelines within my kitchen and ensure work surfaces are kept clean, the fridge is at the correct temperature and food is correctly stored, children do not have access to waste, bins are emptied daily and soiled nappies are wrapped and placed in outside bin.

## **EMOTIONS**

I discourage the children from keeping 'secrets' and will try to talk to them if I feel there is anything distressing them. If I have any concerns I will contact the local social work department as per my Child Protection Policy.

**Other policies relating to the Health and Safety of your child are:-**

- **ACCIDENT/INCIDENT POLICY**
- **ADMINISTRATION OF MEDICATION**
- **CHILD PROTECTION POLICY**
- **EMERGENCY PROCEDURES**
- **FIRE ESCAPE PROCEDURE**
- **GDPR AND DATA COLLECTION AND RETENTION POLICY**
- **INFECTION CONTROL POLICY**
- **PET POLICY**
- **RISK ASSESSMENT**
- **SAFETY ON OUTINGS**
- **SICK CHILD POLICY**
- **SMOKING POLICY**
- **TRANSPORTING CHILDREN IN MY CAR**

If you have any concerns regarding the health and safety of your child please discuss them with me.

March 2020

## **INFECTION CONTROL POLICY**

To reduce the risk of infection and prevent the spread of germs it is very important to adhere to strict hygiene procedures. I will use the following procedures to prevent the spread of infection within my home:-

### **\*INFECTIOUS DISEASES: CORONAVIRUS - COVID-19\***

During the current outbreak of infectious disease Coronavirus or COVID-19 I will follow all procedures and guidelines issued by The Government, NHS Scotland, Care Inspectorate and my local council childminding liaison officer. If any particular guidance has to be followed I will make you aware of the source of the information. I would ask for your full co-operation regarding any procedures I have to follow regardless of your own personal views relating to the containment and controls to prevent its spread.

In particular I will follow guidelines in relation to hand washing and the use of hand sanitisers for all visitors, self-isolating after visiting affected countries and also with any compulsory closure of business. This may affect your child being able to return to my service immediately after travelling to an affected area or if someone within their household is self-isolating and the whole family have also been advised to do so.

The situation regarding this virus is ongoing and circumstances and guidelines are continually changing and being updated therefore I will try to keep you updated in person or via newsletters as changes are announced.

**\*please note: By law I am required to notify the Care Inspectorate immediately of any cases of infectious diseases.**

### **COUGHS AND COLDS**

I will assist children with wiping their noses when they have colds and encourage them to learn how to blow their nose.

I will explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. I will also encourage them to cough into their elbow or into a tissue. I use gel sprays for their hands regularly during periods where a child has a cold.

**See SICK CHILD POLICY for exclusions**

### **FOOD PREPARATION**

I will follow strict hygiene and cleaning procedures in my kitchen.

I will wash my hands thoroughly before preparing any food

I will thoroughly clean all worktops, tables and high chairs before use.

I will ensure that my fridge is at the correct temperature, (my fridge has an inbuilt thermometer display), and that the food is properly stored. Use by dates will be checked regularly and out of date food will be discarded

### **HAND WASHING**

I will encourage and assist your child to wash their hands thoroughly after going to the toilet, before handling food, after touching animals, playing outside and when visibly dirty. Each child will be provided with a clean towel in the bathroom each day.

### **NAPPY CHANGING**

I have a toilet on the ground floor but it is too small for nappy changing purposes, therefore I will use a changing mat in the lounge in a corner to provide some privacy.

I will provide the changing mat and will disinfect it after use.

To help the environment and to reduce the use of plastics in society I will only wear disposable gloves and apron for nappy changing where I feel the risk of infection is very high and cannot be appropriately controlled using wipes.

I will record the children's toileting in their daily diary so you are aware of this. Soiled clothes will, where possible, be rinsed and bagged and be given to parents when children are collected. Parents will be asked to supply nappies, cream, wipes etc as required.

### **PETS**

I have pet cats and will ensure that they are kept in a separate room while children are present.

Pet bowls, litter trays and bedding will not be present in areas minded children will be using. The cats do not have access to the lounge and play/dining room.

My cats do not have full access to the outdoors and therefore the risk of germs being spread from them is reduced. They also do not have access to or foul my garden and therefore pose no threat to the children when playing in the garden.

## **PLAY EQUIPMENT**

I will clean and disinfect toys and play equipment regularly, especially baby toys. I will do this immediately and more frequently during any outbreaks of illness.

I will document all cleaning undertaken in my maintenance and cleaning log.

March 2020

## **OPEN ACCESS POLICY**

I understand how difficult it is for parents to return to work and leave their child with a childminder so to help your child to settle into his/ her new routine and ensure that you are happy with the care that I am to provide I offer short settling in sessions for both the parents and child. This will also help me to get to know your child and develop a trusting relationship and give me the opportunity to gather useful information about your child, such as their likes and dislikes, their normal routines, their favourite activities and understand their individual needs.

It also provides an opportunity to discuss your individual requirements and expectations of the service I will provide and any concerns you may have.

Some children will settle in quickly while others may take a little longer therefore I will be flexible with settling in periods and you are welcome to stay until you feel that your child is comfortable in my home and you are happy with the care I will provide. (Settling in sessions are charged at my normal hourly rate when the child is with me and parent is not present)

To provide reassurance about your child I am happy for you to call or contact me during the day, although I may not be able to talk for long or at times be unable to answer your call or return your message, such as if I am driving or attending to a child's needs, however I will contact you back as soon as I can.

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

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## **PERSONAL PLANNING POLICY**

Most activities undertaken by children whilst in my care will be planned and recorded daily to demonstrate to both parents and the Care Inspectorate (SCSWIS) the variety of play and learning experiences and activities that I offer the children. I also encourage lots of free play so that children can choose their own activities to help them socialise and increase their confidence and encourage imaginative and creative play.

I will use daily diaries for younger children as a form of communicating your child's daily activities. These will also record information such as: food served, naps taken & nappy changes as appropriate. Comments may also be added regarding your child, i.e. if they didn't have a sleep, or wouldn't eat much etc.... These diaries can also be used for parents to enter comments - such as: if your child enjoyed their day with me, liked a particular activity or practiced a particular skill at home which they learned. However most or all of this information can be discussed at drop off and pick up times if you prefer and where time allows.

I also record Actual Daily Attendance times and keep a record of health and safety checks carried out i.e. smoke alarm checks, risk assessments, fire drills or equipment replacement.

Planned activities will be dependent on which children will be present that particular day and will be appropriate to the age and development stage of the children and also personal preferences of each child.

I aim to:-

- ensure that all activities are enjoyable and the children have fun while developing many skills.
- encourage learning and growth by providing a wide range of stimulating and fun activities which are appropriate to the age and development stage of your child
- encourage self-expression through creative and imaginative activities to increase your child's confidence and self-esteem
- use a wide range of resources and amenities to increase the variety of experiences for your child

I will provide the appropriate resources and equipment to carry out all planned activities and ensure they are carried out within a safe and secure environment.

I will keep a folder for each child with examples of their creative activities, photos of them at play or on special outings showing their progress and development. Parents will have access to their own child's folder at any time. I will retain these folders as evident for the Care Inspectorate (SCSWIS) of the level of service I am providing.

March 2020

## **PET POLICY**

I believe that children can learn a lot by having contact with animals, however certain procedures must be followed to ensure the safety of the children as well as preventing the risk of infection.

## **ON OUTINGS**

Children will be encouraged to treat all animals with respect, learning how to approach and handle them correctly or taught not to touch them, whichever is appropriate.

Children will wash their hands after any contact with animals and understand the reasoning behind this.

Children will be taught that not all animals are child friendly and that they should always check with the animal's owner before attempting to stroke or handle them.

## **MY PETS**

I have pet cats which are kept in a separate room while children are present. Pet food is stored safely away from the children's reach and no food or water bowls, bedding, litter trays and cat toys are accessible to children to reduce the risk of infection.

Despite all attempts to ensure children are not exposed to the risk of infection from food, bedding or litter trays I cannot fully guarantee that all areas of my home are totally free from cat hair and would urge you to discuss with me any allergies your child may have relating to animal fur. (My cats do not however have regular access to all parts of my home).

I realise that some parents may not wish their child to have any contact with my pet cats while others will be happy to allow them some contact I will ask you to sign a consent form providing your permission on this matter.

Any contact, if permission is granted, will always be fully supervised - your child will NEVER be left alone with them, both for your child's safety and also the safety of my cats.

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## **RECORD KEEPING**

Each child will have a personal file which will be confidential and kept in a secure place.

Information recorded and stored in this file will include personal information relating to the child and their family, such as emergency contacts, telephone numbers, contact addresses, parent's work details, email addresses, GP details and any medical conditions. An individual care plan will be compiled and must be agreed and signed by parents and will be kept on file along with consent forms for outings, forms to administer medication, accident or incident reports and complaint forms (if any).

Individual files can only be viewed by the associated parent/ guardian or carer and is not accessible to any other parents.



Files will be kept in accordance with care inspectorate guidelines for 25 years and then be destroyed. See also my **GDPR and Data Collection and Retention Policy**

A weekly attendance record will also be kept.

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## **RISK ASSESSMENT**

Children will only have access to three downstairs rooms including the bathroom and safety gates will be in place to prevent children from going upstairs or to other areas of the house.

I have two downstairs rooms which children will be able to use. One is a lounge/play room with a variety of toys, books, games and puzzles in it and will also be used for quieter activities, naps, story time as well as musical activities (TV/ DVDs). The other room will be a dining area and room for crafts and messy play. The bathroom is also downstairs and has no medicines, toiletries, perfumes or cosmetics in it. The children will have very limited access to the kitchen area

I have detailed risk assessments of popular places we visit and these can be viewed at any time.

When we go on outings, I will also visually risk assess the venue we are going to and ensure I have the appropriate equipment such as car seats, pushchairs or restraints for walking e.g. reins or wrist straps.

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## **SAFETY ON OUTINGS**

To ensure the safety and welfare of all children on outings it is essential that they are well planned and organised.

I obtain written parental permission for all routine and special outings. I inform parents of any planned special trips for example to the beach or farm park.

Children must stay with me when we are away from the home and will be strapped into a pushchair, wear a harness or wrist strap, or hold onto my hand or pushchair dependant on their age and ability.

On every outing I will carry a mobile phone, emergency contact details on a card with each child's name and photo on, a First Aid Kit, nappies and changing bag (if required), spare clothes (if provided) and drinks and healthy snacks.

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

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### **SICK CHILD POLICY**

I appreciate that as a working parent you have to go to work, however if your child is unwell then they will be better cared for in their own home by their parent or family member. I am happy to care for children with minor coughs and colds but cannot care for children who are very unwell, infectious or have a high temperature as I have to go out most days to drop off or collect children from nursery or school and need to consider the welfare of all the children in my care.

If your child has had sickness or diarrhoea in the last 48 hours please do not bring them, and please call and let me know. The Health Protection Agency exclusion period for all childcare settings is 48 hours. That means you have to keep your child at home for 48 hours after the last time your child was sick or had diarrhoea. (Not 48 hours from when it started)

If your child becomes ill whilst in my care, I will make them as comfortable as possible, isolate them from the other children if necessary and reassure them until they can be collected.

If your child is sick and /or has diarrhoea once I will inform you and keep you updated on their condition but if they are sick or have diarrhoea a second time I will contact you immediately to arrange to collect your child and will continue to care for them until you arrive. This is to prevent the spread of infection and is in place not only to protect your child being infected from others but to prevent your child infecting others.

I will inform you if any of my other minded children are unwell and if their illness is likely to affect your child's health (i.e. is contagious). This then allows you to make an informed decision as to whether to bring your child or not.

### **ADDITIONALLY:**

I follow the Health Protection Agency guidelines for exclusion periods for illnesses, diseases and conditions but I have additional exclusion periods for the following conditions as I feel that they are of a contagious nature and as such would spread and infect all children.

These are:-

<b>Disease/Illness/ Condition</b>	<b>Suggested Exclusion Period</b>
Chicken Pox	5 days after blisters appear

Hand, Foot & Mouth	5 days from confirmed diagnosis
Head Lice	Until effectively treated and no live lice present
Scabies	Until effectively treated and free from itching
Conjunctivitis	48hrs from confirmed diagnosis and treatment started

Please see also Administering Medication policy.

**\*Please Note: Additional guidelines may be in place regarding the Infectious disease Coronavirus - COVID-19 (see infection control policy)**

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

March 2020

### **SMOKING POLICY**

In accordance with the Scottish Government publication "Guidance on smoking policies for the NHS, local authorities and care service providers" I have a no smoking policy in my home.

No one living in my household smokes and I do not permit visitors to smoke in my home.

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

March 2020

### **STATEMENT OF NOTIFICATION**

I am aware I have to notify SCSWIS when changes or the following circumstances arise:

- **Report any cases of infectious disease**
- When anyone living in the house becomes 16 years of age.
- When anyone moves out or anyone new moves into the house
- Change of name of the service provider
- Information about other people living in the home changes
- The death of a child when being minded.

I will ensure that everyone living in the house is suitable to be around minded children as well as any visitors to my home

March 2020

### TRANSPORTING CHILDREN IN MY CAR

The safety of children in my care is very important to me so I will ensure the following procedures are adhered to regarding the transportation of children in my car.

- I have a full clean driving license, which is available for you to see on request
- I will ensure my car is roadworthy and complies with all legislation i.e. current MOT certificate, Road Tax and current Insurance policy covering business use. Documents will be available on request
- I will have appropriate breakdown cover in place.
- I will avoid where possible taking your child to a petrol station, by filling up my car before or after my minded hours
- I will ensure all car seats are correctly fitted, age and stage appropriate for the children using them and that they are correctly strapped into them and will follow government guidelines for the appropriate use of car seats.
- I will always carry a mobile telephone with me in case of an emergency but will not answer it whilst driving. If it is safe to do so I will stop to answer my phone or will call back as soon as I can. Emergency contact details will be taken with me on every outing however short.
- I will always carry identification with me on outings for myself and the minded children in case of an emergency and also carry a First Aid kit.
- I will never leave a child unattended in my car.
- I will teach your child about the dangers of cars and roads, in an age appropriate way.

- I will advise you in advance if we are making any special trips or long trips in the car.

If your child suffers from travel sickness please let me know immediately.

If you have any concerns regarding this policy please do not hesitate to contact me

March 2020

## **WORKING PARTNERSHIPS**

### **Aim**

To maintain a positive working relationship with parents and that information is shared to ensure the needs of the child are met.

### **Procedures**

Parents will be provided with signed copies of their contract outlining the terms of the service agreed and any amendments to the terms and conditions will require a new contract. Copies of any consent forms can also be provided.

An individual care plan will be completed for each child and agreed and signed by parents. This will be updated and reviewed at least every 6 months.

All policies and procedures can be viewed by parents on request or downloaded from my website.

All forms detailing personal information shall be held securely and confidentially. It is important to keep personal information up to date and would appreciate it if you could inform me of any change of details as soon as possible. See also my **GDPR and Data Collection and Retention Policy**

I will also require you to sign a GDPR and Data Collection and Retention Policy consent form detailing all aspects of information I collect, how I use this information, how it is stored and for how long it is retained as well as what information you can ask to have deleted after your child leaves my service.

Settling in sessions will be offered to every child to help them get to know me and also in order for me to start building up a relationship with the child. Parents are welcome to stay if they wish. (Settling in sessions are charged at normal hourly rate when parents are not present - See Fees page).

Growth and development issues when they arise can be discussed and managed according to parental wishes and incorporated into the daily routine.

These could include weaning, managing behaviour, starting nursery or school. I can assist and work with you while toilet training your child but please note that due to health and safety of other children and infection control and the care and needs of the other children I can only do this once your child has the ability to express the need to go to the toilet.

I will work with you to help your child cope with emotions or deal with any family crisis or incident such as bereavement or separation of parents.

If you wish me to include any special activities into my routine, such as a religious celebration or holiday please let me know.

If I have any concerns about your child's behaviour, development, eating etc I will inform you and work with you to find a solution or help you to seek support from outside agencies.

My service is regularly inspected by the Care Inspectorate (SCSWIS) and assessed according to the National Care Standards. I will inform parents when these inspections take place and reports will be available for parents to view online at [www.scswis.com](http://www.scswis.com). I will also email all parents a copy of the report when it becomes available and add them to my website.

I will provide regular newsletters to parents giving information about any events or changes taking place to my service.

I will regularly review and strive to improve my service in accordance with the Health and Social Care Standards in order to provide a high quality standard of care.

Regular feedback using questionnaires will be sought from both children and parents regarding my service and provided as evidence to the Care Inspectorate (SCSWIS) at inspections.

Parents are also encouraged to provide suggestions to better improve my service and feedback at any time.

March 2020