

Natalie's Policy Document

Policy for working in partnership with Parents/ Families

Being a professional registered childminder is a responsible role that involves sharing the responsibilities with parents & their families. Recognising the prime role that they play in the children's upbringing. I welcome and listen to parents and families, as they are the experts on their children.

I regularly observe and assess and record the children's development and progress, and this will be shared with the parents to ensure continuity of care between the families and the childminding setting. It is an effective way of communicating as well, when there may not be enough time, or appropriate at hand over time.

Respect will be shown for family's traditions & childcare practice, and my childcare practice will be in harmony with the values, practices and wishes of the parents.

Communication is an important part of our relationship; please feel free to share any questions, feedback, or discussion of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours or by appointment.

I positively encourage parents to get involved with the children's learning and from time to time may ask you to:

Lend or bring objects or items to study

Help your child at home with concepts we are learning here

Help provide items as treats or to contribute to the festivals (National & others) that we celebrate



Settling in Period

The first month of your Child/children starting with me is considered a trial period. I prefer if possible for the child/children to visit first on at least two separate occasions, one for you for an hour or two, and the second, to be left in my care again for a few hours and possibly to share a meal with us. This is less stressful to the child/children in not feeling left with total strangers. During the first month the parent or provider may terminate the agreement without the four-week notice (as per contract), if during that time either party feel that the arrangement is not fulfilling their needs. After the trial period is complete, four weeks written notice is required by either party to terminate the agreement. (See termination details on contract)



Equal Opportunity

All children in my care are treated as an individual and are given equal chance to learn and develop, regardless of age, or stage of development or need, sex or race, religion or disability. This is done with consideration of their needs and the full cooperation of the parents.

I encourage the children to have respect for themselves and others and to appreciate people's diversity. I also provide positive images of all different kinds of people, educating children that we are and live in a multifaceted society.

I discourage negative comments or attitudes towards other children or adults who are different in any way in my home or outside.

To promote respect and understanding of other cultures and the diversity of people, I serve food from other countries and plan activities on other celebrations, held by other societies around the world. This could include dressing up, making food, masks or items that are important to these cultures. I also have a variety of toys, books and serving dishes (to play with) to provide positive and educational aspects to the children's play.



Behaviour Management

As a professional childminder, I have qualifications in and openly practice behaviour management without the use of physical punishment. I do not slap, smack, shake, bite, frighten or humiliate any child, whether permission is granted or not. I give clear and consistent boundaries for all the children, giving praise and encouragement for good behaviour, and distracting them or explaining the reasons why something is not allowed (depending on age and understanding). If they persist then they are given "time out" with an activity in close proximity to myself. Negative (swearing, and discriminatory remarks) language in my home or outside is not acceptable; you can be assured that "un-necessary" words will not be learnt in my care.



Accidents and Illness

In the event of an emergency involving a minded child, my first priority is to the injured child and will take all necessary steps to ensure the child receives the appropriate help. Only after the child is receiving the required help, will I contact the parents or appointed emergency contact.

In these circumstances, my husband is registered as an assistant and will attend as and where required.

Children with any type of infectious illness are not permitted to attend and service may only be resumed once the infection or incubation period has ceased.

This policy also can be used for any unforeseen illness or accident occurring to myself.



Administration of Medicines

If medication needs to be administered to a child in my care, I am required by the National Standards to have written consent to do so. It would also be useful to have the dosage and frequency included in this. I have a separate medication book with a page for each child, which will be filled in, and signed by me and witnessed by the parent.



Computer and Internet

It is agreed that computers and the internet will play a major part in your child's education and upbringing and their use will be encouraged unless otherwise requested.

As co-creators of www.wearesafe.co.uk – we have implemented the very latest software and hardware technology to provide your child with a completely safe internet and computer experience. This now allows us to offer your child the freedom to use the computer and Internet in such a way that they feel a sense of achievement and freedom whilst ensuring we have very strict control over the content they have access too.

Please feel free to ask for a demonstration of our parental control software.



Fire Safety

For your Childs safety, each room in the house has been fitted with a mains powered and battery backup smoke and or heat alarm, which is interlinked to provide an early warning. Exit routes are protected by a 1 hour fire resistant installation to separate the risk between the front and rear of the premises.

In the case of Fire in the home, everyone in the house will be evacuated, via the nearest available exit. Fire extinguishers are located at key areas to aid evacuation.

If the fire is located at the front of the house, the children will be evacuated to the rear garden; if the fire is located at the rear of the house then the children will be evacuated via the front door to the rear of the house via the side lane.

NO ONE will return to the property at anytime for **any** reason.

This will be practiced once a month so the children become familiar with the procedure. I also include from time to time a fire safety activity session, which heightens the children's awareness of safety.



Child Protection & Confidentiality

Information about children and their families will not be shared without the permission of the family.

Exception to this would be in the case of suspected child abuse. In these circumstances the correct procedure will be followed, and the relevant information passed only to the appropriate professional personnel and their agencies. As a professional childminder, and in accordance with the guidelines in the children act (1989) I have a duty to report any incidents which give cause for concern to the relevant authorities, as the welfare of the child is paramount.

UPDATE JAN 2009

- 1) As of the 1st January 2009 – I am no longer be a member of the NCMA network, this decision has been made to better address the changing requirements of Childminding.

In order to better protect your child and provide you the parent(s) with a more up-to-date experience, Morton Michel will now provide my insurance policy and paper work. Please bear with me whilst we continue to use our existing NCMA paperwork during this transition.



- 2) In order to better facilitate payment of invoices, we now offer payment via Credit and Debit card – With such, I would request that payment now be made this way instead of the normal cash or cheque.

In order to make payment via debit or credit card, an email address will be required to which your invoice may be sent. Payment can then be made via PAYPAL® without the necessity for you to have a PAYPAL® account.

I have read and agree the statements made within this policy document:-

Signed Parent (Guardian):

Print Name:

Date: