**Rebecca Irvine Childminding**



**Policies and Procedures**

Rebecca Irvine Childminding| 60 Waverley Mills, Innerleithen Registration No: CS2024000111 Telephone: 07392856252 Email: beccahirvine1998@gmail.com

As a registered childcare provider, I work hard to provide children and families with the best possible care. The policies and procedures set out in this document explain in detail how I ensure my service is managed professionally. I request that all service users and visitors respect these policies and work with me to support the delivery of high-quality care.

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**Accident & Incident Policy**

As a registered childcare provider, I take every reasonable measure to ensure the safety of the children in my care and to protect them from harm. Despite rigorous precautions, accidents and incidents can still occur, and I have clear procedures in place to respond effectively and appropriately.

My premises has been checked by the[**Care Inspectorate**](https://www.careinspectorate.com/) and meets the requirements of [**The Health and Social Care Standards**](https://www.gov.scot/publications/health-social-care-standards-support-life/).

**Risk Management & Prevention**

* **Risk assessments** are completed and regularly reviewed for all childcare areas, including outdoor spaces and frequently visited locations.
* **Daily safety checks** are conducted before children arrive.
* **Fire evacuation procedures** are practised and reviewed regularly.
* **Age-appropriate activities** help children learn about safety and how to protect themselves from harm.

**First Aid Preparedness**

* I hold a **valid paediatric first aid certificate** (renewed every three years), which is available for review upon request.
* A **clearly labelled first aid box** is kept in the kitchen, with a portable first aid kit carried on outings.
* **Emergency contact details** for all children are securely stored in the first aid kit, my car glove compartment, and my changing bag for quick access in case of an emergency.

**Accident & Incident Procedure**  
In the event of an accident or incident, I will:

1. Comfort and reassure the injured child while ensuring the safety of others.
2. Assess the extent of any injuries and call **emergency services (999)** if necessary.
3. Administer **appropriate first aid** within the scope of my training.
4. Contact the child’s parents/carers **as soon as possible** to inform them of the accident.
5. If a hospital visit is required, I will accompany the child where possible, either taking other children with me or arranging for their care by my **emergency childcare contacts** (details below).
6. If I am unable to accompany the injured child, I will ensure their safety while arranging for parents to meet them at the hospital.

In cases of **serious accidents**, my emergency childcare contacts may be asked to contact parents to arrange immediate collection of all children.

**Emergency Childcare Contacts**

As detailed in my **Emergency and Alternative Care Policy**, I have an arrangement with the following childcare providers to provide temporary or emergency care if necessary:

Name- Nadine Patterson CI registration number- CS2023000033

**Accident & Incident Reporting**  
Every accident, however minor, will be **recorded in my accident book**, including:

* Date, time, and location of the accident/incident.
* Names and dates of birth of all children involved.
* A detailed description of the incident and circumstances leading to it.
* Immediate actions taken and first aid administered.
* Follow-up actions (if required).
* Preventative measures to reduce the risk of recurrence.
* Names and contact details of any witnesses.
* **Parent/carer signature** upon collection of their child.

In the event of a **serious accident requiring medical treatment**, I will:

* **Notify the** [**Care Inspectorate**](https://www.careinspectorate.com/) **within 14 days**.
* Inform my insurance provider.
* Seek support from the Scottish Childminding Association (SCMA) / local childcare advisory teams if needed.
* Inform the Health & Safety Executive of any serious reportable accidents or injuries / death of a child whilst in my care and act on any advice given.

**Parental Notification & Follow-Up**

* Parents must inform me of any injuries their child sustained **before arriving at the setting**, especially head injuries.
* If a child is sent home following an accident, parents must **keep me updated** on their condition and any medical advice received.

**Review and Monitoring**

* This policy will be **reviewed regularly** to ensure it remains in line with Care Inspectorate requirements and best safeguarding practices.
* Any updates will be communicated to parents as necessary.

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| **Scotland’s Health & Social Care Standards Accident & Incident Policy** |
| Responsive care and support |
| 3.17 - I am confident that people respond promptly, including when I ask for help. |

**Admissions Policy**

All children and parents will be treated with equal concern and will be made to feel welcome in my home. However, as childcare provider registered by The Care Inspectorate. I am restricted to the number and ages of children that I can care for at any one time. These details can be found on my registration certificate, which is displayed during my minding hours.

I am registered to care for:

***Six children under the age of 12 at any one time of whom no more than three are not yet attending primary school and of whom no more than one is under 1. These numbers include my own children.***

I am happy to take on any baby or child within my registered numbers as stated on my registration certificate. I will not discriminate against children or their families for reasons such as race, religion, sex or ability. I would however like to make the following statements:

* I am happy to provide care for children with special needs, providing that my setting is suitable and that I have received the appropriate training to provide them with the care they need. (For example I will not be able to provide one to one care or look after a child in a wheelchair). This is in accordance with additional support needs legislation / the SEN Code of Practice. If your child has additional needs please discuss them with me.
* I already drop off and collect children from St Ronan’s Primary school and St Ronan’s Nursery. I am therefore unable to drop off or collect children from any other school or nursery.

My aims as a childminder are to provide children with a stable, loving and safe environment to play in, have fun and learn and develop to their full potential. All children will be welcomed into my home and I will encourage the other children in my care to support me with this. I offer settling in sessions followed by a four-week settling in period in our contract, so if you, your child or I am not happy with the arrangement it can be terminated easily. I have to take into consideration the children already in my care who are happy and settled. It would be very unfair on them to introduce a child who was disruptive

If you have any concerns regarding my admissions policy, please do not hesitate to discuss them with me.

**Aims and Objectives**

**Service name:** Rebecca Irvine Childminding

**Organisation**/Provider: Miss Rebecca Irvine

**Background**:

I am Rebecca and I am 27 years old. I am new to childminding but have many years of childcare experience, having worked as a nanny. I live at home with my mother (Amanda) and 18-year-old sister (Eilidh), both of which will be a part of the PVG scheme and up to date with child protection practice. We also have a small Cavachon dog who is called Luna. Luna is well trained and enjoys being around children, she will be supervised by me at all times and will never be left alone with the children. She is also hypoallergenic so won't cause any allergy problems for the children.

I am currently studying towards a degree in Childhood and Youth Studies through the Open University. I hope to be fully qualified by 2026. I also hold a current valid First Aid Certificate. I am a member of the Scottish Childminding Association which keeps me up to date on current legislation and policies relating to my business. I am also a member of the PVG scheme and have Public Liability Insurance as well as appropriate car insurance for my business. I will also ensure I complete a minimum of 12 hours of professional training a year.

As a childminder in Scotland, I am registered and inspected by the Care Inspectorate. Details of all the inspections can be found on their website. I comply with all aspects of their registration requirements and hold a registration certificate that will be clearly visible for all parents to see.

Full details of the requirements I comply with can be found at careinspectorate.com. I must also comply with the Scottish Social Services Council (SSSC) Code of Conduct which can be found at sssc.uk.com.

**Description and objectives of the service**:

The childminding service will run from my family home. I will be caring for up to six children under the age of 12. Of these six children no more than one will be under a year old, and no more than three will be under five years old. The service will be available Tuesday – Thursday from 8am-6pm, the service will also run during school holidays. I will be taking a few weeks of personal holiday at different times of the year, this will be discussed and explained to parents as soon as I know the exact dates. There will be no charge for parents when I am on holiday. However, if the child is on holiday during the time my service is running then full fees will still need to be paid.

I will strive to make the children feel welcome and a t home. It is my priority to ensure the children in my care have a safe space in which to play, learn and develop. I provide a smoke-free environment, with a safe and friendly atmosphere in line with the Health and Social Care Standards: My support, My life.

The children will have access to rooms on the ground floor. These rooms include a lounge/play room, dining room, kitchen, toilet and access to a large secure garden. The play room will be equipped with toys and crafts and I will spend time with each individual child to work on their coordination through a range of different activities. I will take the children to local toddler groups to help them develop their social skills. Outdoor play is a priority of mine and the children will have access to a large, secure garden with toys and games to play with, we will also go on woodland walks and spend time at the playpark and local soft play centre. The children will be supervised at all times.

I will provide healthy breakfast, lunch and dinner options as well as snacks in accordance with 'setting the table' (Public Health Scotland) and 'Food matters' (Care Inspectorate) guidance.

I will ensure each child is treated as an individual and is able to engage in any activities that they personally enjoy. Your child will be given encouragement to achieve their milestones with the availability of age and ability appropriate toys and resources.

I value both structured and flexible play. On the structured side I will include regular story times, arts and crafts and sensory play. More flexible activities will include lots of outdoor time and free play. Sometimes the activities can be messy and so, whilst I will try my best to keep the children clean, they may not always come home perfectly clean.

**Aims of the service**

I aim to provide:

* ﻿﻿A warm and loving home environment that will make the children feel at ease as well as help the parents/carers to feel comfortable to leave their children in my care
* ﻿﻿A safe and secure home which accommodates and meets all the children's needs and interests as well as provide opportunities to interact and socialise with other children
* ﻿﻿The opportunity to engage in outdoor learning and fun, to ensure they can keep active and active
* ﻿﻿A fun and enjoyable service for the children to learn and develop new skills and to find things that interest them
* Healthy and nutritious breakfast, lunch, dinner and snacks, making sure I encourage the children to be involved in the preparation.

I will do this all by meeting the SHANARRI Principles (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) and the Health and Social Care Standards: My support, My life.

My Life, My Support standard- Dignity and Respect. SHANARRI Indicator/s: Respected

Children in my care will be treated with dignity and respect by both the adults in the home and the other children. I understand that every person is unique and should have their human rights respected and promoted at all times. Children should have the opportunity, alongside their carers to be heard and involved in any decisions that will ultimately affect them.

My life, My support standard- Compassion. SHANARRI Indicator/s: Nurtured

I will provide an environment in which the children should feel comfortable, nurtured and ‘at home'. Children will have the opportunity to relax and unwind in a safe and cosy environment. I will comfort the child in a way that makes them feel comfortable, such as giving them a hug if they feel upset

My life, My support standard- Be Included. SHANARRI Indicator/s: Included, Responsible

The children in my care will be given every opportunity to have a say in the activities I provide. I will ensure I spend 1:1 time with every child learning and understanding their needs and interests. The carers will also be given a questionnaire asking them to outline their child's specific interests and needs.

My life, My support standard- Responsive care and support. SHANARRI Indicator/s: Safe, Healthy

I will ensure every child I look after feels safe in my care and is protected from neglect or harm. Each child has their own personal plan that will be updated monthly and at any time a change of circumstance or need is identified. This ensures I am up to date with the child's ever changing needs and interests. I have stringent child protection policies in place to ensure l alert and contact the right people at the right time if any issue may arise.

My life, My support standard- Wellbeing. SHANARRI Indicator/s: Safe, Healthy, Achieving, Active

The children's wellbeing, health and safety is central to my service. I ensure I provide fun, engaging and educational activities to keep the children active and entertained. I will also give the children every opportunity to achieve and work on new skills as well as provide them with healthy and nutritious meals and snacks.

I will also work to achieve the Health and Social Care Standards: My Life, My Support:

1: I experience high quality care and support that is right for me.

I will provide the children in my care with a loving and supportive service that is child-centred, enjoyable, educational and stimulating.

2: I am fully involved in all decisions about my care and support.

I will ensure the children in my care are able to make choices and decisions about the activities they engage in and the food and drinks they consume. I will also ensure the children feel respected and given the opportunity to voice their concerns or views.

3: I have confidence in the people who support and care for me.

I will do all I can to ensure both the children and their parents/carers have confidence in me and their abilities as a childminder.

4. I have confidence in the organisation providing my care and support.

I will aim to make the children and parents/carers feel confident in the service I provide

5. I experience a high quality environmental if the organisation provides the premises.

I take outdoor play seriously and will strive to provide the children with as much outdoor time as is safely suitable. I will also provide a safe and warm environment within the house and ensure it is filled with stimulating and educational toys and activities.

**Allegations of Abuse Policy**

As a registered childminder, I recognise that I, or members of my household, could be vulnerable to allegations of abuse. I am committed to safeguarding children in my care by implementing robust procedures to prevent and appropriately respond to any such allegations.

**Preventative Measures**  
To minimise the risk of allegations, I take the following precautions:

* Ensure that all members of my household over the age of 16 and any assistants undergo Disclosure Scotland PVG checks.
* Keep records of any visible bruises or marks on children upon arrival and ask parents to inform me of any accidents occurring outside my care.
* Record all accidents, incidents, and concerns in a logbook, informing parents and obtaining their signatures for verification.
* Supervise children at all times and maintain professional boundaries.
* Ensure that visitors sign the visitor’s log and are never left unsupervised with children.
* Schedule maintenance work outside of childcare hours whenever possible.
* Maintain detailed records of children’s activities, routines, and any concerns.

**Responding to Allegations**  
If an allegation of abuse is made against me or a member of my household:

* I will seek advice from my Local Child Protection Team
* I will notify the Care Inspectorate within **14 days** of any allegations, in compliance with statutory requirements.
* I will seek advice from the SCMA (or another professional childcare organisation) for support.
* If necessary, I will inform the police and my insurance provider.

I will compile a detailed written report that includes:

* A factual account of what was said, by whom, including dates and times.
* Reference to any supporting documentation, such as accident reports or daily records.
* Statements from any witnesses, where applicable, including their contact details.
* Copies of all correspondence with safeguarding authorities.

All relevant information will be securely stored and shared only with appropriate authorities.

**Confidentiality and Support**

* All allegations will be handled with the utmost sensitivity, ensuring confidentiality for all involved.
* I will cooperate fully with investigations while maintaining my duty of care to all children.
* If necessary, I will seek external support to manage stress and professional impact.

**Review and Monitoring**

* This policy will be reviewed regularly to ensure compliance with Care Inspectorate and safeguarding guidelines.
* Any updates or changes will be communicated to parents/carers as necessary.

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| **Scotland’s Health & Social Care Standards Allegations of Abuse Policy** |
| Responsive care and support |
| 3.17 - I am confident that people respond promptly, including when I ask for help. |

**Anti-Bullying Policy**

**Bullying of any kind will not be tolerated within my service.**

This includes:

* Physical : pushing, kicking, hitting, biting, etc
* Verbal: name-calling, sarcasm, rumour spreading and teasing
* Emotional: excluding, ridicule, humiliation, tormenting
* Racist: taunts, graffiti and gestures

Any incidents which I feel could be classed as bullying, shall be dealt with as much discretion as possible.

I take the following steps to prevent bullying from occurring in my service:

* I promote and nurture friendships between all the children in my care.
* I promote and award good behaviour and discourage negative behaviour. Please see my **Behaviour Management Policy**.
* I try to create a sense of belonging and discourage the isolation of any individual children by others.

If I have any concerns that a child in my care is being bullied at nursery or school, I will discuss the matter with you immediately. I will work with you and your child to resolve the problem. With your support I will:

* Reassure them that the bullying is not their fault
* Tell them that I care about them and am 100% on their side
* Give them lots of praise, encouragement and responsibilities to help them feel valued
* Work with you to help the child to develop techniques to deal with the bully, for example being assertive, walking away etc.

If I have any concerns that your child is bullying another child, I will again discuss the matter with you immediately and work with you and your child to resolve the problem. With your support I will:

* Reassure your child that I still care about them but it is their behaviour I don’t like and I will work with them to help change this
* Work with your child to find ways to make amends for their actions
* Develop a reward structure for good behaviour
* Discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

If you have any concerns or suspect your child is being bullying or is bullying another child, please discuss them with me as soon as possible. It is much better to deal with these problems before they become major issues.

**Attendance Policy**

As a registered childminder, I am committed to ensuring the safety, well-being, and development of all children in my care. Regular attendance supports children’s learning and development and helps safeguard their welfare.

Keeping a register also enables compliance with funding requirements, tax-free childcare schemes, and ensures accurate invoicing.

This policy outlines the procedures for recording, monitoring, and managing attendance in line with Care Inspectorate requirements.

**Attendance Recording and Reporting**

* A daily attendance register is used to record each child’s arrival and departure times.
* Parents must inform me in advance if their child will be absent, providing a reason and, where possible, an anticipated return date.
* All absences and reasons provided will be documented in my logbook.

**Unexplained Absences**

* If a child is absent without prior notification, I will attempt to contact the parent/carer by phone or message.
* If I am unable to reach the parent/carer and the absence remains unexplained for a prolonged period, I will assess whether further action is required, such as contacting emergency contacts or reporting to my Local Child Protection Committee if safeguarding concerns arise.
* Repeated unexplained absences will be discussed with the parent/carer to identify any underlying issues and offer support as needed.

**Safeguarding and Reporting**

* Concerns regarding a child's repeated absence or patterns of non-attendance will be documented and, if necessary, reported to my Local Child Protection Committee.
* If a child is withdrawn from my setting without prior notice and I cannot contact the parents, I will follow safeguarding procedures, which may include notifying the Local Child Protection Committee.
* If a child is expected to attend another setting (e.g., school or nursery) and fails to do so, I will liaise with the parents and, if appropriate, notify the relevant professionals.

**Holidays and Planned Absences**

* I will provide as much notice as possible of any planned leave.
* Parents/carers must inform me in advance of any planned absences, such as holidays, with at least 4 weeks’ notice as per our childcare contract.
* If alternative childcare is required, I will offer guidance in finding suitable arrangements. Please refer to my Emergency and Alternative Care Policy.

**Emergency Closures**

* If I am unable to provide care due to an emergency (e.g., illness, severe weather, or unforeseen circumstances), parents/carers will be notified immediately.
* If alternative childcare is needed, I will assist in finding temporary arrangements where possible. Please refer to my Emergency and Alternative Care Policy.

**Late Collection**

* Parents/carers must inform me if they are running late for collection.
* If a child is not collected at the agreed time and no contact has been made, emergency contacts will be called.
* If I am unable to reach anyone and a significant time has passed, I will follow safeguarding procedures, which may include notifying the relevant authorities.

**Review and Monitoring**

* This policy will be reviewed regularly to ensure it remains in line with Care Inspectorate requirements and safeguarding guidance.
* Any updates or changes will be communicated to parents/carers as necessary.

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| **Scotland’s Health & Social Care Standards Attendance Policy** |
| Responsive care and support |
| 1.14 - My future care and support needs are anticipated as part of my assessment.  1.15 - My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices.  2.17 - I am fully involved in developing and reviewing my personal plan, which is always available to me.  4.14 - My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.  4.19 - I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes. |
| Wellbeing |
| 3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities. |

**Behaviour Management Policy**

In order provide a quality care service, I need to set reasonable and appropriate limits to help manage the behaviour of the children.I aim to promote positive behaviour in my setting and I do this by:

* Giving praise and awarding good behaviour.
* Making children feel valued by giving them individual attention
* Being a role model and setting a good example
* Listening to the children and responding as appropriate

I am aware of the different reasons why children misbehave and will endeavour to keep to routines so that your child feels safe and is not over tired or hungry.

I have house rules and a house rules poster which I use to help even the youngest of children understand what is and what is not acceptable behaviour. I am consistent in enforcing rules and do not give out confusing signals. Saying ‘No’ means ‘No’!

Children will however try to test boundaries and it is normal for all children to misbehave at some time. I will use the following strategies on to deal with a child who is misbehaving. I use different ones depending on the age/stage of ability of the child and the situation:

* Distraction - I will remove the child from the situation and give them an alternative activity or toy.
* Ignore - Depending on the situation I may ignore the bad behaviour if I feel it is being done to get a reaction.
* Talk with the child - If the child is able to understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions. I will explain to them that it is their behaviour that I do not like not them.
* Time Out - I may remove the child from the activity / play area and ask them to sit quietly for a few minutes
* Removal of toy / activity or treats.

I will never smack, shake, hurt or humiliate your child.

If a child misbehaves, I will let you know by either writing it in their contact diary or by ringing you later after collection. Children can become upset if the incident is retold in front of them. I will also inform you of how the matter was dealt with.

I will only ever use physical intervention to manage behaviour if it is necessary to prevent personal injury to the child, another child or adult. I will inform you if this has occurred and record it in the incident book. You will be asked to read and sign the incident book.

Where a child continues to misbehave despite trying a variety of techniques, and requesting parent intervention, I may need to consider termination of the childcare contract. A continually disruptive child risks taking my time and attention away from the care of other children which is unfair and upsetting for them. I have the right to terminate a contract immediately where a child’s behaviour causes safety concerns or puts other children, myself or my own family at risk of harm. Likewise, if a child continues to disrespect my home and cause deliberate damage to my property, I may cease the childcare arrangement with immediate effect.

If you have any concerns regarding the managing of your child’s behaviour, please do not hesitate to contact me. It is important that we work together on managing behaviour in order not to confuse your child, teach them respect and develop positive social skills.

**Care, Learning & Development Policy**

Registered by The Care Inspectorate, I am required to monitor and support the learning and development progress of every child in my care.

I aim to provide a safe and caring environment where children are stimulated through play. Children learn best through play so I strive to offer a variety of activities that will support them in developing skills, knowledge and understanding as they explore the world around them.

When monitoring and supporting children’s development, I follow principles set out in the Scottish Curriculum for Excellence as well as the Health and Wellbeing Indicators (SHANARRI & GIRFEC) and provide activities and resources that will support children’s learning in each of the development areas:

* **Physical Development**
* **Communication & Development**
* **Personal, Social and Emotional Development**

**Learning and Play Experiences**

The following list gives an example of the activities and resources I use to support and encourage learning

in my setting:

* Books and DVDs
* Small world toys
* Construction toys (Lego, Duplo, mega blocks etc)
* Pretend play (toy kitchen, shop, doctors set etc).
* Dressing Up / Role Play
* Sand / Water play
* Sensory Resources / Messy play
* Arts and Crafts.
* Music, singing and rhymes
* Cooking & Baking
* Gardening
* Natural Resources
* Outdoor play and equipment
* Computers / ICT Equipment
* Outings & Playgroups

I provide a good mix of indoor and outdoor activities and regularly make use of local parks, groups and other places of interest within the community to allow for further opportunities to explore and expand on learning.

**Activity Planning**

When planning for each child it is important to consider the **interactions, experiences and spaces** on offer and how we can add value to what children already know and can do.

When a child begins in my care, I will work with parents to establish **starting points** through observation of the child and by gathering as much information as possible regarding individual needs and abilities, likes and dislikes, routines, interests, favourite activities and family life. This information will enable me to understand what children already know and plan appropriately to meet their needs.

Through regular observations I am able to assess the development stage of each child, monitor progress, and plan next steps and learning focus. I take into consideration children’s interests and preferred learning styles (Schemas) when planning activities, play opportunities and interactions, and aim to promote children’s self-esteem by building on strengths whilst also recognising and working on weaknesses. Children are encouraged to contribute their ideas and help with planning so as to ensure a balance of adult led and child-initiated activities.

**Working with Parents and Sharing Progress**

Development information is shared regularly with parents via informal discussions, messaging, notes in children’s contact diaries / emailed activity reports and learning folders. I ensure parents are kept informed of their child’s progress and share ideas of how learning can be further supported at home.

If there is a particular activity that you would like me to do with your child, please let me know. I am happy to support activities that you are doing at home or focus learning on current / recent events. For example, if you have been to a wedding, a new baby is expected or has arrived or you are celebrating a religious or cultural festival. I can continue this theme by providing the children with material to use and support their understanding through books and other resources.

**Moving on to school / new care setting / shared care arrangements**

If your child is moving on to school, a new care setting or their care is to be shared with another setting then it may be beneficial for me to liaise with your child’s teacher / school / other care provider so as we can work together to best support your child. With your permission, I am happy to discuss any aspect of your child’s learning and / or share learning and development records. Please discuss this with me and let me know your wishes.

**Please do not hesitate to discuss any aspect of your child’s learning with me.**

For further information about The Curriculum for Excellence, or SHANARRi or GIRFEC please go to:

**https://www.gov.scot/policies/girfec/wellbeing-indicators-shanarri/**

https://education.gov.scot/curriculum-for-excellence/

**Child Protection and Safeguarding Policy**

It is my responsibility as a childminder to ensure the safety and welfare of all children in my care.

I have received training on child protection and safeguarding and am aware of the signs and symptoms of all types of child abuse, physical, emotional, sexual, and those of neglect.

I keep up to date with current legislation and have read relevant publications

Due to the seriousness of this issue, I refresh and further my knowledge in this area regularly. All staff employed within the setting are required to refresh their safeguarding knowledge annually and refresh their training every two years.

**Forms of Abuse, Signs and Symptoms**

**Physical Abuse** is where deliberate physical harm is inflicted and can involve hitting, kicking, punching, throwing, shaking, scalding, burning, poisoning, drowning or suffocating. Physical abuse also includes where someone has deliberately caused the ill health of another through fabricated or induced illness in order to seek attention.

***Symptoms of physical abuse include:*** *unexplained bruising, marks or injuries on any part of the body, cigarette burns, human bite marks, broken bones, scalds, flinching when approached or touched, reluctance to get changed, depression, withdrawn behaviour, running away from home.*

**FGM** (Female genital mutilation) is a collective term for procedures which involve the full or partial removal of external female genitalia for cultural or other non-therapeutic reasons. This practice is not required by any religion, causes extreme pain and serious health consequences. FGM is illegal, medically unnecessary, and is regarded as a form of physical abuse. Further information, legislation and guidance can be found on the NSPCC website here:

[*https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/*](https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/)

***Signs that FGM might be happening include:*** *Frequent absences, long holidays, children talking about a ‘special’ ceremony, relative (cutter) arriving from abroad, family members being cut.*

**Breast Ironing** also known as “breast flattening” is another harmful cultural practice where young pubescent girl’s breasts are ironed, massaged or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. A traditional practice in parts of West Africa, this secret act is often carried out by mothers or grandmothers in an attempt to protect their daughters from harassment, rape, abduction, unwanted pregnancy and early forced marriage and therefore be kept in education. Breast ironing is extremely painful and exposes girls to numerous health problems including tissue damage, burning and scaring, abscesses, life threatening infection and in some cases the onset of breast cancer. In addition to all of these physical health consequences, this form of mutilation also has a profound effect on social and psychological well-being.

Condemned by the United Nations and identified as gender-based violence, breast ironing is a form of physical abuse. Further information can be found on the Safeguarding Hub website here:

[*https://safeguardinghub.co.uk/breast-ironing-a-guide/*](https://safeguardinghub.co.uk/breast-ironing-a-guide/)

***Some indicators that a girl has undergone breast ironing are as follows:*** *Unusual behaviour after a period of absence from school or college such as depression, anxiety, aggression, withdrawn etc, Fear of getting dressed for physical activities so as not to expose scars or bandages, Reluctance to undergo normal medical examinations. Some girls may ask for help, but may withhold detail due to embarrassment or fear.*

**Emotional Abuse** is when a person’s emotions are deliberately ignored, taken advantage of or not met. Children require love, security, praise and recognition in order to grow and develop emotionally. Someone may be regarded as being emotionally abusive where they are consistently hostile, rejecting, verbally abusive or threatening towards another individual. Domestic abuse can also be regarded as a form of emotional abuse and can include situations where inappropriate expectations are placed on an individual or when someone is prevented from having social contact with others.

***Symptoms of emotional abuse include:*** *neurotic behaviour e.g. sulking, hair twisting, rocking, withdrawn behaviour, being unable to play, fear of making mistakes, too eager to please, sudden speech disorders, self-harm, eating disorders, very low self-esteem, developmental delay in terms of emotional progress*

**Sexual Abuse** occurs when someone is forced or enticed into taking part in sexual activities, regardless of whether they are aware of what is happening. Sexual abuse can include both penetrative or non-penetrative physical contact or being made to watch sexual activities for example pornographic material.

***Symptoms of sexual abuse include:*** *pain, itching, bruising or bleeding in or near the genital area, sexually transmitted disease, vaginal discharge or infection, stomach pains, discomfort when walking or sitting down, pregnancy, sudden or unexplained changes in behaviour, fear of being left with a specific person or group of people, sexual knowledge which is beyond their age or developmental level, sexual drawings or language, acting in a sexually explicit way towards adults*

**Neglect** is when there is persistent failure to meet a child or vulnerable person’s basic physical or psychological needs. Neglect can cause significant harm to an individual’s health and development and can include being left unsupervised or alone for long periods of time, being inadequately fed or clothed, ignoring or failing to assist with medical (e.g. failure to seek medical treatment or administer medication) or personal hygiene needs (e.g. toileting, washing, toothbrushing, etc). Being kept in inappropriate, unsafe or unhygienic accommodation can also be viewed as neglect as can lack of stimulation, social contact or education.

***Signs of neglect include:*** *constant hunger, sometimes stealing food from other children, constantly dirty or ‘smelly’, loss of weight, or being constantly underweight, inappropriate clothing for the conditions, complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends, mentioning being left alone or unsupervised.*

**Safeguarding Concerns**

If I have any concerns about any child in my care, I will:

* Discuss the matter with the child’s parents or, where I feel this is not appropriate or fear this could put the child into further danger, seek advice from my Local Safeguarding Team (Scottish Borders social work team) or call the SCMA helpline who will advise me on how to deal with the situation.
* Report the matter immediately to my Local Safeguarding Team (Scottish Borders social work team) if, following discussions, the matter remains unresolved or I believe that any child in my care is being abused in any way.
* Seek the involvement of the police and /or social workers where I believe a child is at immediate risk of harm.
* Keep written records of any concerns about a child in my Safeguarding / Record Of Concerns Logbook. Each record will contain the child’s name and date of birth, the date the record was made, details of concerns, any explanation given by parents, a body map detailing any visible injuries or marks, what action was taken as a

result of the concern, what follow up action is required and my signature. All records will be kept confidentially and securely but will be shared with the Scottish Borders social work team, Care Inspectorate or the police as part of child protection procedures where there is immediate concern for a child’s wellbeing.

**If a child discloses abuse**

If a child informs me that they or another child is being mistreated or abused, I will:

* Show the child that I am listening, let them know that I take their allegations seriously and that I will do my best to help.
* Reassure them that they can feel comfortable talking to me, encourage them to open up but never prompt them or ask them leading questions. I will not interrupt when a child is recalling significant events or make a child repeat their account of events that have caused trauma or upset.
* Explain in a way that is appropriate to the age and understanding of the child the actions I must take in order to help them.
* Record what I have been told using exact words where possible in my safeguarding / record of concerns logbook. I will include in this record the date, time, place and any other people present at the discussion so as they can be recalled as a witness if necessary.
* Report my concerns immediately to my Local Safeguarding Team(Scottish Borders social work team) who will advise me on how to deal with the situation and if necessary, seek the involvement of social workers and/or the police.

**Prevent Duty Guidance**

In addition to the most common forms of abuse, I also understand the risk of radicalisation and extremist behaviour and am aware of my responsibilities in relation to the Prevent Duty Guidance.

The Prevent Duty Guidance can be found here:

[*https://www.gov.uk/government/publications/prevent-duty-guidance*](https://www.gov.uk/government/publications/prevent-duty-guidance)

As a childminder I will:

* Promote British Values in my setting as required by the Prevent Duty Guidance through our daily activities and routine to teach children about; Democracy, The rule of law, Individual liberty and personal responsibility, Mutual respect and Tolerance of those of different cultures, faiths and beliefs.
* Ensure children and young people are protected from being radicalised or drawn into terrorism by enforcing strict safeguarding procedures.
* Refer to the Prevent Duty guidance and undergo regular training that will help me to identify children or young people who may be at risk and how to challenge extremist ideas that may lead to terrorism.
* Enforce strict safeguarding procedures when allowing children to access the internet to ensure they are safe from terrorist and extremist material. I will also pass on internet safety information and guidance to parents.
* Seek advice from my Local Safeguarding Team(Scottish Borders social work team) and contact the police immediately if I have concerns about a child or their family members.

**Peer On Peer Abuse**

I am also aware that children and young people are capable of abusing their peers. I will not tolerate bullying within my setting and have an **Anti-Bullying Policy** in place which explains the methods I use to prevent bullying and what action I would take should I suspect that a child was being bullied or is bullying another child. Unfortunately, in extreme cases, peer on peer abuse may lead to gang violence, sexual exploitation, financial abuse, coercive control or domestic abuse. It is therefore extremely important that children feel they have someone they can talk to about their worries and their relationships with others. I like to think I am approachable and try to make children feel as safe as possible in my care. Meetings with parents will be arranged where concerns have been raised either in my care or at home. I

encourage parents to discuss any worries they have with me so as we can work together in the best interests of their child.

I will log any concerns and the action taken in my Safeguarding – Record Of Concerns logbook.

Please also see my **Allegations of Abuse Policy** which outlines how I will deal with allegations being made against myself or members of my family / household.

**Further Safeguarding Procedures**

In addition to this Child Protection and Safeguarding policy, please also refer to the following which further outline the procedures I have in place to safeguard the children and families in my care:

* **Health & Safety Policy**
* **Accident & Incident Policy**
* **Non-Mobile Child Policy**
* **Physical Contact Policy**
* **Allegations of Abuse Policy**
* **Adult Protection Policy**
* **Anti-Bullying Policy**
* **Lost Child Policy**
* **Emergency & Alternative Care Policy**
* **Emergency Evacuation Procedure**
* **Internet Safety & Electronic Devices Policy**
* **Television, Streaming and Games Console Policy**
* **Social Media Policy**
* **Food Safety Policy**
* **Visitors Policy**

I have a duty of care to protect children in my care and will always seek further advice from my Local Safeguarding Team(Scottish Borders social work team) or SCMA should I have any child protection concerns. Should I feel that the response of my Local Safeguarding Team(Scottish Borders social work team) has been unsatisfactory or concerns are ongoing, I will request further assistance and where necessary involve the police.

If you have any concerns regarding this policy or child protection procedures, please discuss them with me.

**Safeguarding / Child Protection Contacts:**

**SCMA helpline Tel 0808 800 5000**

**Scottish Borders Social Work Tel 01896 662787 or 01896 752111 (outwith office hours)**

**The Care Inspectorate Tel 0345 600 9527**

**Police Tel 101 or 999 (In an emergency)**

**Complaints Procedure**

I aim to provide a quality childcare service. I hope that you will feel comfortable enough to discuss any concerns or issues that you may have with me directly should my service fall short of your expectations. Often a concern is a simple misunderstanding that can easily be resolved. If you would rather not discuss matters in front of your child(ren) then we can arrange a more convenient time to talk, for example in the evening or at the weekend.

It is a requirement by The Care inspectorate that all complaints are logged along with the outcome and any action taken. I have a complaints logbook for this purpose. Should you have any complaints or concerns (however minor) I will record them in my logbook and ask you read and sign the entry. These records must be available to show a care inspectorate inspector if required.

If you feel that you are unable to talk to me, or that after talking the matter remains unresolved, then you can talk in confidence to:

* Care Inspectorate

Tel : **0345 600 9527**

* Local Care Inspectorate office

Address: Ettrick Riverside Business Centre

Dunsdale Road

Selkirk

TD75EB

* SCMA

Tel: **01786 449063**

Further details of how to raise a concern / make a complaint can also be found on the Care Inspectorate website

**Dropping Off & Collection Policy**

**Dropping Off**

I would appreciate if you could let me know in advance if you are going to be arriving at a different time that arranged in our contract. I may not be ready to care for your child if you arrive unexpectedly early. I may have to take children to school or nursery and will not be able to wait for you if you are late. If you need to change your contracted hours, please discuss this with me.

**Collection**

Please let me know who is going to be collecting your child each day so as I know who to expect. I will only release your child from my care to adults who have permission to collect him/her as you have listed in our contract. In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give a password. Please discuss with me if you would like to use this system.

I understand that sometimes delays are unavoidable but would appreciate if you could contact me to let me know if you are going to be late. Children learn routine very quickly and know when their parents are due. If you are late your child may become distressed, so it is important that you try to arrive at the arranged time. In the event of you being delayed I will reassure your child that you are on your way and if necessary, organise additional activities and a meal.

If I have not heard from you and you are very late (30 minutes) I will try to make contact with you. If I am unable to make contact with you then I will try your emergency contact numbers.

During this time, I will continue to safely look after the child.

I reserve the right to make an additional charge for late collection.

**Emergency Evacuation Procedure**

For the safety of the children in my care, my family and myself I have developed the following procedure to evacuate my home as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak etc.

I will run through the evacuation procedure every month with the children and once every time a new child comes into my care. I do this with the children so as they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to escape from the house quickly and safely in an emergency. Details of all practice evacuations will be recorded in the Fire Drill Log Book.

The following procedure should ensure a swift, safe evacuation:

1. Sound the alarm. As well as any smoke alarms that may be sounding, I will alert all children by calling to them.
2. Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
3. If it is safe to do so I will take:

* Attendance Record for the day
* Emergency Contact numbers
* My mobile phone

1. I will assemble all children across the road from the house or at the end of the garden if escape was via the rear of the house.
2. Contact the emergency services and then parents to collect their children
3. Comfort and reassure the children and arrange a safe place to wait with them (neighbour’s house / community centre, etc.) until they can be collected.
4. Follow the instructions of the Emergency Services
5. I will not return to the building until the Emergency Services have declared it safe to do so

Any real situation that has required an emergency evacuation will be reported to The Care Inspectorate long with a full report of the actions taken.

**Fees Policy**

**Help with Childcare Costs**

You could be entitled to help with the cost of your childcare for example through Tax Credits, Childcare Vouchers or through the Tax Free or 15 / 30 Hours Free Childcare government schemes. Find out more information and which option(s) may be suitable for you here: <https://www.childcarechoices.gov.uk/>

Please refer to my **Funded Hours Policy** for details of how I deliver funded hours sessions within my setting.

**Contract**

Before care sessions can commence, you will be required to sign a childcare contract detailing the agreed session days and times and the hourly / daily rate for this provision. The contract will also include information regarding charges out-with contracted sessions, holiday entitlement, additional costs, special arrangements, payment and review dates.

**Hourly Rate**

I charge an hourly rate of £5.25 per child for my childminding service which must be paid weekly or monthly in advance. All contracted hours must be paid for in full regardless of attendance.

**Opening Hours & Holidays**

My childcare service operates Tuesday to Thursday from 8am to 6pm.

I take a few weeks of unpaid holidays per year. Notice of my holidays will be given well in advance so as you have time to make alternative childcare arrangements.

Full fees remain payable for any occasional days off or holidays you wish to take out-with these unpaid holiday weeks. Please let me know as soon as possible about any family holidays or planned days off so that I can plan my schedule appropriately.

**Absence / Illness / Unexpected Closure**

Should your child be absent due to illness, full fees will still apply.

If I am unable to work due to illness or for any other reason, no payment is required. Any overpayments will be deducted from your next invoice.

**Additional Hours**Should a circumstance or emergency arise where you require care for your child out-with our contracted hours, please contact me as soon as possible. I will always try to help where I can so long as I have a place available and can accommodate your child within my ratios as determined by the Care Inspectorate. You will find my permitted ratio information displayed on my registration certificate.

**Session Changes**

Should your personal circumstances change which alters your childcare requirements please talk to me as soon as possible so that we can look to amend our childcare contract. Depending on my availability, I may be able to accommodate additional hours or make changes to days / session times. Please note that a least 4 weeks written notice is required for a reduction in hours or for termination of the contract.

**Late Collection / Early Drop Off**

An additional charge of £5 for every half hour will be applied at my discretion for continued early drop offs and / or late collection. The importance of dropping off and collecting your child on time is explained in detail in my Dropping Off And Collection Policy.

**Making Payment**

Payments can be made via bank transfer, Tax Free Childcare or through a childcare voucher provider. Further details of how to make payment can be found on your invoice.

**Late Payment**

I would be grateful if you could ensure prompt payment of fees. If payment has not been received within three days of the due date, I will politely remind you what is due. If after five days payment has still not been received, I reserve the right to charge a late payment fee to cover the cost of any bank charges I incur due to late payment. Please be aware that your childcare place is at risk if payments are not kept up to date. You can refer to my Late Payment Of Fees Policy for further information about late payments.

**Termination**

I reserve the right to terminate a childcare contract immediately in the event of a child’s behavior that endangers the safety of others, the unsuitable behavior of parents or the non-payment of fees following the late payment of fees procedure. Four weeks written notice must be given by either party to terminate the contract under any other circumstances.

If you have any questions regarding this policy or any concerns regarding payment or the terms of our childcare contract, please do not hesitate to discuss them with me.

**Food From Home Policy**

As part of my childcare service, I offer healthy, balanced, and nutritious meals and snacks. However, parents may choose to provide food from home for their child’s regular meals and snacks or to celebrate special occasions.

As a registered childcare provider, I must follow food safety procedures and support parents in providing meals that align with nutritional guidance. This policy ensures the safety of all children, particularly those with food allergies or intolerances, while promoting a healthy and inclusive environment.

**Guidelines for Providing Food from Home**

**Scheduled Meal and Snack Times**

To support children’s routine and ensure they receive adequate nutrition, our meal and snack times are as follows:

* **Breakfast:** 8:00 - 9:00 am
* **Morning Snack:** 10:30 – 11:00 am
* **Lunch:** 12:00 – 13:00 pm
* **Afternoon Snack:** 15:00 – 15:30 pm
* **Dinner:** 16:30 - 17:00

Parents providing food must ensure their child has the correct number of meals and snacks appropriate for their attendance hours.

**Nutritional Guidance**

To promote healthy eating habits, parents are encouraged to:

* Provide **balanced** packed lunches, including fruits, vegetables, proteins, and whole grains.
* Avoid **high-sugar, high-salt, and high-fat** foods such as sweets, processed snacks, or sugary drinks.
* Offer **age-appropriate portion sizes** to meet their child’s nutritional needs.

For further guidance, parents can refer to [**Setting the Table - Nutritional Guidance for Early Learning and Childcare in Scotland (2024)**](https://www.gov.scot/publications/setting-table-guidance/) and the [**Care Inspectorate’s Food Matters resource**](https://hub.careinspectorate.com/how-we-support-improvement/quality-improvement-programmes-and-topics/food-matters/).

A **Healthy Packed Lunch Suggestions Sheet** is also available to support meal planning.

If your child is in the **weaning stage**, please refer to **NHS guidance on** [**Your baby's first solid foods**](https://www.nhs.uk/conditions/baby/weaning-and-feeding/babys-first-solid-foods/).

**Food Storage, Preparation, and Safety**

To comply with **Food Standards Agency (FSA) guidance** and promote food safety:

* Meals and snacks must be provided in **suitable storage containers** to maintain freshness.
* **Ice packs** should be included in packed lunches to keep perishable foods cool.
* I am unable to **heat or cook food** brought from home (except for warming milk for babies and young children). All food must be **ready to eat** and appropriately prepared for your child’s developmental stage:
  + Grapes, cherry tomatoes, and similar foods must be **cut lengthways into quarters**.
  + Hard fruits, vegetables, and cheese should be **sliced** rather than served as chunks.
  + **Bones, pips, and stones** should be removed from food.

**Allergies and Special Dietary Requirements**

To ensure the safety of all children:

* Parents must **inform me of any allergies, intolerances, or special dietary needs** and update me with any changes.
* **All lunchboxes and food containers must be clearly labelled** with the child’s name.
* **Nut and sesame-free environment**: Please avoid bringing any food containing **nuts, sesame seeds, or nut-based products** (e.g., peanut butter, Nutella, or snacks containing nuts or sesame seeds).
* Any food that poses a health or safety risk to children will be removed.

**Communication and Feedback**

To maintain transparency and support your child’s healthy eating habits:

* All **uneaten food and packaging** will be returned at the end of the day so you can see what your child has eaten.
* I will provide feedback through **regular discussions** and updates in your child’s **daily contact diary**, ensuring we work together to promote healthy choices and positive mealtime experiences.

By following this policy, we can create a **safe, healthy, and inclusive** mealtime environment for all children. Thank you for your cooperation!

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| **Scotland’s Health & Social Care Standards Healthy Eating Policy** |
| Wellbeing |
| 1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.  1.33 - I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.  1.34 - If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.  1.35 - I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.  1.36 - If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate.  1.37 - My meals and snacks meet my cultural and dietary needs, beliefs and preferences.  1.38 - If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.  1.39 - I can drink fresh water at all times.  2.21 - I take part in daily routines, such as setting up activities and mealtimes, if this is what I want. |

**Food Safety Policy**

I have a duty to ensure that safe and healthy practices are followed regarding the storage, preparation, handling, and serving of food within my setting and when providing children with meals and snacks on outings.

I am aware of my responsibilities under food hygiene legislation and have received training in food hygiene. I follow advice from [**Food Standards Scotland**](https://www.foodstandards.gov.scot/consumers/food-safety) and have completed their [**Safer Food Better Business for Childminders Pack**](https://www.foodstandards.gov.scot/publications-and-research/publications/safer-food-better-business-for-childminders). I also refer to the [**Setting the Table guidance**](https://www.gov.scot/publications/setting-table-guidance/) and the [**Care Inspectorate’s Practice Note on Mealtimes**](https://hub.careinspectorate.com/how-we-support-improvement/quality-improvement-programmes-and-topics/keeping-children-safe-practice-notes/) to ensure best practices in food safety and nutrition.

**Hygiene and Safe Food Handling**

* Hands are washed thoroughly before handling or preparing food.
* Children are taught proper handwashing techniques and must wash their hands before meals and after playing, using the toilet, or touching animals.
* I display a **handwashing poster** in my washroom and educate children on the importance of good hygiene.
* I ensure that all work surfaces and utensils are thoroughly cleaned and sanitised before food preparation.
* I use suitable sterilisation equipment for baby bottles, feeding equipment, and utensils.
* Laundry is not carried out during food preparation times, and soiled clothing or detergents do not come into contact with food areas.
* Family pets are not allowed on work surfaces and are kept away from food preparation areas.
* I use a foot-operated bin and empty it daily to maintain cleanliness.

**Storage and Temperature Control**

* I follow [**Food Standards Scotland guidelines**](https://www.foodstandards.gov.scot/consumers/food-safety/at-home/storage) for the safe storage and handling of food.
* I check my fridge and cupboards regularly for expired food and always read labels before use.
* I ensure that food is stored at the correct temperatures:
  + **Fridge:** Below **5°C**
  + **Freezer:** Below **-18°C**
* I label and date prepared meals and ensure they are stored correctly.
* If parents provide packed lunches, I ensure they are stored in a chilled or cool place.

**Choking and Scalding Prevention**

I follow Care Inspectorate’s good practice guidance on the **prevention and management of scalding and choking episodes** and take extra precautions to prevent choking and scalding risks, including:

* Ensuring food is cooked thoroughly and allowed to cool sufficiently before serving.
* Preparing food safely, for example:
  + Grapes, cherry tomatoes, and strawberries are cut lengthways and into quarters.
  + Hard fruits, vegetables, and cheese are sliced rather than served in chunks.
  + Bones are removed from meat and fish, and pips/stones are removed from fruit.
* Ensuring children sit at the table while eating and are never left unsupervised.
* Using a high chair with a secure harness for babies and toddlers.
* Keeping hot foods and liquids away from children to prevent burns.

**Allergen and Special Dietary Requirement Management**

* I collect, record, and regularly update information on allergies and dietary requirements.
* I provide parents with allergen information on the food I serve and request that they update me on any changes.
* If a child has a severe allergy, I take precautions to prevent cross-contamination.
* I may request certain foods not be brought into my setting to reduce risks.
* I ensure that children do not swap or share food to prevent allergic reactions.

**Serving Food and Mealtime Supervision**

* I support parents with weaning and provide guidance on nutritionally appropriate first foods.
* Mealtimes are relaxed, enjoyable, and social experiences, in line with the **Care Inspectorate’s Mealtime Guidance**.
* I encourage children to sit together, promoting healthy eating habits and table manners.
* I supervise all meals and snacks to ensure safe eating practices.

**Outings and External Food Provision**

* When providing food outside my setting (e.g., on outings or at playgroups), I check that it is suitable, safe, and allergy-friendly.
* Parents are informed about what their child has eaten via messaging, daily reports, or contact diaries.

**Food Poisoning and Reporting Procedures**

* In the event of an outbreak of food poisoning affecting two or more children, I will notify the Care Inspectorate within 14 days, in accordance with regulations.
* I keep all food receipts, including those under £10, to assist in tracking the source of any foodborne illness.

For further details on nutritional guidelines, healthy food choices, and meal planning, please refer to my **Healthy Eating Policy**.

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| **Scotland’s Health & Social Care Standards Food Safety Policy** |
| Responsive care and support |
| 1.23 - My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected. |
| Wellbeing |
| 1.28 - I am supported to make informed lifestyle choices affecting my health and wellbeing, and I am helped to use relevant screening and healthcare services.  1.33 - I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.  1.34 - If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.  1.35 - I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.  1.36 - If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate  1.37 - My meals and snacks meet my cultural and dietary needs, beliefs and preferences.  1.38 - If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible. |

**Funded Hours Policy**

**Eligibility**

I offer funded childcare sessions within my service. If your child is two, three or four, you may be entitled to up to 30 free hours of government funded childcare per week.

You can check your eligibility for further assistance with childcare costs on the government’s Childcare Choices website here: <https://www.childcarechoices.gov.uk/>

Please note: All applications for funded sessions are processed by the local authority. It is vital that parents provide evidence of funding entitlement and the required eligibility codes in sufficient time for each funding block / term. Any missed or late applications may result in the loss of funded entitlement and parents will then be liable to pay the hourly rate for ***all***contracted hours as per the agreed childcare contract.

**Delivery Of Funded Sessions**

Delivery of sessions within my setting can be provided in the following way:

**Term-Time Model (38 Weeks)**

* Funded hours apply during school term dates **Tuesday to Thursday, 8:00 am – 4:00 pm** (up to 15/30 hours per week, depending on entitlement).
* Any additional contracted hours and extra costs remain payable as agreed in our childcare contract.

**Shared Placements**

If your funded hours are shared with another provider, please discuss this with me so that we can ensure the correct information is included in your application.

**Funded Hours Agreement**

Before funded sessions begin, you will need to complete and sign a **Funded Hours Agreement**. This will confirm your chosen delivery model, outline the funded and chargeable hours, and detail any additional costs.

**Meals and Snacks**

Parents have the option to:

* Have me (the childminder) supply food and snacks for the child In line with the setting the table guidance
* **Provide meals and snacks from home**, following the **Food From Home Policy** (attached).

As a registered childcare provider, I must adhere to food safety regulations and support parents in providing meals that meet nutritional guidance. My **Food From Home Policy** ensures the safety of all children, particularly those with allergies or intolerances, while promoting a healthy and inclusive environment.

Your preference for meal and snack provision will be recorded in our **Funded Hours Agreement**. If you wish to make changes, at least **7 days’ notice** is required.

If you have any questions or concerns about food provision, please let me know.

**Absence, Illness & Unexpected Closures**

* **Missed funded hours** due to absence/sickness **cannot** be carried forward.
* Full fees remain payable for any additional contracted hours.
* If I am unable to deliver sessions due to **sickness or unforeseen closure**, no charges will apply, and any

overpayments will be deducted from your next invoice.

**Invoicing & Payments**

* **Invoices are issued monthly in advance** and must be paid in full regardless of attendance.
* Your invoice will clearly outline funded hours, chargeable hours, and any additional costs/deductions.

If you have any questions regarding funded hours or this policy, please do not hesitate to discuss them with me.

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| **Scotland’s Health & Social Care Standards Funded Hours Policy** |
| Responsive care and support |
| 1.18 - I have time and any necessary assistance to understand the planned care, support, therapy or intervention I will receive, including any costs, before deciding what is right for me. |

**Health & Safety Policy**

**Keeping Your Child Safe**

Your child's health and safety are my top priorities. I am committed to providing a safe, clean, and welcoming environment where children can play, learn, and thrive. This policy outlines how I maintain a safe setting in line with **Scottish health and safety laws** and **Care Inspectorate guidance**.

**Daily Safety Checks**

Each morning before children arrive, I complete a **quick risk assessment** to ensure everything is safe and ready for the day. This includes:

* Checking toys and play areas for any hazards.
* Ensuring electrical equipment and sockets are safe, with wires secured.
* Making sure safety gates, cupboard locks, and fire safety equipment are in place.
* Checking that all surfaces and toys are clean and hygienic.

**Infection Control and Hygiene**

A clean environment helps keep everyone healthy! I follow strict hygiene routines, including:

* Teaching children to wash their hands properly before meals, after outdoor play or using the toilet.
* Regularly cleaning and sanitising toys, surfaces, and equipment.
* Following food storage and preparation guidelines to keep meals safe *(see separate Food Safety Policy).*
* Emptying bins daily and ensuring used nappies are double-wrapped and placed in the outdoor rubbish bin.
* Requesting that children stay home if they are unwell to prevent the spread of infections. *(see separate Illness Policy).*

**Fire and Emergency Procedures**

Emergencies are rare, but I am fully prepared. I:

* Check smoke alarms weekly and practice fire drills with the children so they understand what to do.
* Have a clear evacuation plan and keep emergency contact details with me at all times. *(see separate Emergency Evacuation Procedure).*
* Keep a fully stocked first aid kit and have up-to-date paediatric first aid training.
* Do not permit smoking or vaping in my home (see separate No Smoking or Vaping Policy).

**Safe Indoor and Outdoor Play**

Children learn best through play, and I make sure they can do so safely by:

* Selecting toys and equipment suitable for each child's age and development.
* Removing broken or unsafe toys immediately.
* Supervising children at all times, whether indoors or outdoors.
* Keeping outdoor play areas secure and ensuring children dress appropriately for the weather.
* Regularly monitoring sleeping children and using a baby monitor (see separate Sleep Policy).

**Outings and Travel Safety**

For trips to parks, playgroups, or other locations, I take extra precautions:

* Younger children are securely strapped into buggies or wear wrist straps/harnesses.
* Older children hold hands or stay close to me.
* I teach children road safety, including stopping at crossings and looking both ways.
* I follow [**car seat safety guidance**](https://www.gov.uk/child-car-seats-the-rules), ensuring all car seats are correctly fitted and appropriate for the child's age and stage. Before departure, I check that all children are securely strapped in. If I purchase a new car seat, I ensure it is professionally fitted.
* My car is regularly serviced and has a valid MOT certificate. I use child locks on back doors at all times, and my car insurance covers business use.
* When on outings, such as visits to the park, children will not be allowed to wander off and will always be

supervised.

* When attending playgroups or other indoor activities, children will remain in my care at all times. I will not leave a child alone with another person or allow someone else to take them to the toilet or change their nappies unless I know they have been PVG (disclosure) checked, such as another Care Inspectorate registered childminder.
* If a child is putting themselves or others in danger (e.g., running into the road), I will physically intervene to keep them safe.

**Food Safety and Allergies**

I take food safety seriously and follow best practices by:

* Storing, preparing, and serving food safely. *(see separate Food Safety Policy).*
* Keeping records of children’s dietary requirements and allergies.
* Cutting food into appropriate sizes to reduce choking risks (e.g., cutting grapes lengthwise).
* Encouraging children to sit while eating and supervising all mealtimes.

**Accidents and First Aid**

Even with the best precautions, minor accidents may occur. If your child has an accident while in my care:

* I will record what happened and inform you as soon as possible. *(see separate Accident & Incident Policy).*
* If first aid is needed, I will provide treatment and let you know what was done.
* For serious incidents, I will contact emergency services (999) immediately and inform you straight away.

**Child Protection & Safeguarding**

* I have strict child protection guidelines in place *(see separate Child Protection / Safeguarding Policy).*

**Working Together for Safety**

I believe in working in partnership with parents to keep children safe. You can help by:

* Keeping me updated on **emergency contact details** and any medical conditions.
* Letting me know if your child has been unwell before arriving.
* Dressing your child appropriately for the weather and activities.
* Talking to me about any safety concerns or suggestions you may have. *(see separate Working in Partnership with Parents Policy).*

**Keeping Up to Date**

I regularly complete **health and safety training** to ensure my knowledge remains current. This policy is reviewed **annually** or earlier if needed to reflect any updates in guidance.

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| **Scotland’s Health & Social Care Standards Health & Safety Policy** |
| Wellbeing |
| 2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.  2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.  5.17 - My environment is secure and safe.  5.22 - I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishings and equipment. |

**Illness Policy**

I must consider the Health and Safety of all children and families and therefore insist that parents do not bring their child when they are unwell or infectious.

**Please keep your child at home if:**

* He/she has a fever (a temperature of over 37.5C) or has had one within the last 48 hour period
* He/she has a persistent cough, shortness of breath, sore throat, swollen glands or earache
* He/she has an upset stomach, has had diarrhoea and/ or been vomiting within the last 48 hours
* He/she has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain or vomiting, or fever)
* He/she has a rash, especially with a fever or itching
* He/she has mumps, measles, chicken pox, pink eye, impetigo, hand foot and mouth, conjunctivitis or any highly contagious condition
* He/she is feeling generally unwell

Please also refer to my **Coronavirus Policy** for details of additional safety measures in place and the procedures to follow if you, your child, or anyone else within your household displays symptoms, comes into contact with a confirmed case, or tests positive for coronavirus.

If your child is unusually tired, pale, cranky or lost their appetite, and unable to participate in the normal routine, they will be more comfortable in their own home with you.

If your child becomes ill whilst in my care, I will make him/her as comfortable as possible and try to isolate him/her from the other children if I feel this is necessary. I will contact you and continue to care and reassure your child until you arrive.

I follow advice from Health Protection Scotlandand if a child is found to be suffering from a notifiable disease (as identified by Public Health Infectious Diseases Regulations 1988) I will inform the care inspectorate and the Health and Safety Executive. I will then act on any advice.

If I or my own children are poorly I will contact you to inform you of the nature of the illness and if I am able to work. This then allows you to make an informed decision as to whether you wish to bring your child or not.

**Alternative Childcare Arrangements**

If am unable to work due to illness or for any other reason, I will try my best to assist you in finding alternative childcare arrangements. I have close relationships with other childminders in the local area. With your permission, I can try to arrange alternative care with one of them. The children are familiar with these fellow childminders as we meet regularly to allow children to play together and develop their social skills. A familiar face may be more reassuring for your child.

If you have any issues with this policy, please do not hesitate to discuss them with me.

**Infection Control / Hygiene Policy**

It is vitally important to prevent the spread of germs and illnesses. I use the following procedures and ensure that they are strictly adhered to.

* Children must wash their hands after going to the toilet, playing outside or touching animals. They must also wash their hands before eating any meals or snacks.
* I help children to wash and dry their hands correctly and regularly talk to them about why it is important to prevent the spread of germs and infection. I display a hand washing poster in my washroom.
* I provide liquid soap and a towel that is changed daily in the washroom to enable children, staff and visitors

to wash and dry their hands properly. I empty the waste bin daily.

* I will help children to wipe and blow their noses when they have colds and teach them the importance of throwing away dirty tissues to prevent the spread of germs. I will also encourage them to cover their mouths when they cough.
* I use a designated area to change nappies which is away from where children may be playing. As well as for hygiene purposes, this also respects the privacy of the child being changed. I use disposable gloves and disposable aprons when changing nappies. I disinfect my changing mat after each using antibacterial spray (e.g. Dettol) and disposable paper towels. Nappies are double wrapped and disposed of in the bin outdoors. Please refer to my **Nappy Changing and Toilet Training Policy** for further information.
* Potties are emptied immediately after use down the toilet. Potties and trainer seats are thoroughly cleaned after each use with antibacterial spray and disposable paper towels.
* I follow strict hygiene routines in my kitchen, ensuring my fridge is at the correct temperature and that food is stored correctly in it. I follow advice from the Food Standards Agency and have completed their Safer Food Better Business for Childminders Pack. (see [www.food.gov.uk](http://www.food.gov.uk/)). I use a pull out bin and empty it daily. Please refer to my **Food Safety Policy** for further details of how I ensure safe and healthy practices are followed regarding the storage, preparation, handling and serving of food within my setting.
* I use a monthly cleaning schedule to ensure equipment and toys are cleaned and maintained regularly. I use antibacterial wipes or antibacterial spray and disposable paper towels to clean equipment and toys. Material or fabric items such as car seat covers are washed regularly in the washing machine.
* As detailed in my **Illness Policy**, I request that children who are unwell are kept at home. Children must not attend my setting if they are displaying symptoms of a possible communicable disease, contagious condition or have been suffering from a fever, sickness or diarrhoea within the last 48 hours.
* I provide all parents with information regarding my procedures on hygiene, infection control, illness and food safety.

In order for me to carry out these procedures effectively I will need you to provide me with enough resources, for example nappies, labelled cream and spare clothes. I also request that you let me know if your child is feeling or has been unwell.

If you have any concerns regarding my infection control procedures please do not hesitate to discuss them with me.

**Internet Safety & Electronic Devices Policy**

The use of technology and the internet is a fundamental part of modern life. As a childminder, I have a responsibility to help children develop digital literacy skills while ensuring they are protected from online risks. This policy outlines the procedures in place to safeguard children from harmful content and misuse of technology.

**Safe Use of Technology**  
I provide regular opportunities for children to explore technology safely using interactive toys, a tablet, and a smart television. While the internet is a valuable resource for learning and entertainment, I recognise the potential dangers, including:

* Exposure to illegal, harmful, or inappropriate content.
* Cyberbullying and online harassment.
* Accidental sharing of personal or financial information.
* The risk of online grooming.

To mitigate these risks, I:

* Keep up to date with online safety guidance, including [Education Scotland: Safeguarding: Online abuse and exploitation](https://education.gov.scot/resources/safeguarding-online-abuse-and-exploitation/), [*Safeguarding Children and Protecting Professionals in Early Years Settings: online safety considerations*](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) *and* [*Education for a Connected World*](https://www.gov.uk/government/publications/education-for-a-connected-world).
* Maintain up-to-date security systems, parental controls, and antivirus software on all devices.
* Supervise children at all times when using the internet.
* Restrict access to chat rooms and ensure children visit only age-appropriate websites.
* Discuss online safety with children, including the importance of not sharing personal details, avoiding strangers, and reporting concerns.
* Regularly review browsing history and monitor online activity.
* Limit screen time to promote a balance of digital and physical activities.

If you prefer that your child does not access the internet while in my care, please let me know so that alternative arrangements can be made.

**Use of Electronic Devices & Data Protection**  
As I use a business laptop and tablet for storing sensitive information about children and families (e.g., care plans, attendance, development records), I follow strict data protection measures to prevent unauthorised access. These include:

* Implementing password protection and encrypted storage for sensitive data.
* Using parental controls and separate user profiles to prevent children from accessing private files.
* Ensuring compliance with the Data Protection Act 2018 and UK GDPR.

For further details, please refer to my **Privacy Notice** regarding data security procedures and responsibilities.

**Review and Monitoring**

* This policy will be reviewed regularly to remain in line with Care Inspectorate requirements and safeguarding guidance.
* Any updates will be communicated to parents/carers as necessary.

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| **Scotland’s Health & Social Care Standards Internet Safety Policy** |
| Wellbeing |
| 2.24 - I make informed choices and decisions about the risks I take in my daily life and am encouraged to take positive risks which enhance the quality of my life.  2.25 - I am helped to understand the impact and consequences of risky and unsafe behaviour and decisions.  3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities. |

**Late Payment of Fees Policy**

Whilst I love working as a registered childminder, it is my chosen career, I work to earn a living and require a regular income to provide for my family, pay bills and meet expenses. I would be most grateful if you could be prompt at paying your monthly fees.

If payment has not been received within three days of the due date, I will politely remind you what is due. If after five days payment has still not been received, I reserve the right to charge a late payment fee to cover the cost of any bank charges I incur due to late payment. If outstanding fees have still not been received following these reminders, I reserve the right to cease minding your child with immediate effect and seek legal advice from SCMA. At this point your child’s place will not be secure and I am within my rights to open it up to another child.

I understand that from time to time unforeseen circumstances may arise that adds financial pressure to a family. If for whatever reason you are struggling to make payments, please feel free to talk with me in confidence. We may be able to come to an arrangement in the short term until your financial position improves.

**Help with Childcare Costs**

You could be entitled to help with the cost of your childcare for example through Tax Credits, Childcare Vouchers or through the Tax Free or 15 / 30 Hours Free Childcare government schemes. Find out more information and which option(s) may be suitable for you here: <https://www.childcarechoices.gov.uk/>

Please refer to my **Funded Hours Policy** for details of how I deliver funded hours sessions within my setting.

Should you have any queries regarding this policy, please do not hesitate to discuss them with me.

**Lost Child Policy**

Children are very curious and given the opportunity may wander away from a home, garden or playgroup if a door or gate has been accidently left unsecure. Children can also become ‘lost’ in busy places. The safety of your child is paramount and I will always try to ensure that they remain with me at all times.

In the unlikely event of a child going missing or becoming ‘lost’ whilst in my care I will take the following steps:

* I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them
* If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can assist me in looking for the child / check the CCTV.
* I will provide everyone involved in the search with a description of the child.
* I will reassure the other children with me, as they may be distressed. If possible I will leave the children with a responsible person that I know has been Disclosure Checked, for example another registered childminder, while I continue to look for the missing child.
* If the child is not found in the immediate area, I will then alert the police and, provide a full description and look for a recent photograph.
* I will alert the parents of the situation and continue to help on the advice of the police.

I take the following precautions to avoid situations like this from happening:

* Ensuring all exterior doors, safety gates, garden gates and fences are secure in and around my home.
* Ensuring small children hold my hand or the pushchair whilst we are out.
* Avoid going to places that are overcrowded.
* I teach the children about the dangers of wandering off and of talking to strangers.

It is vital that you let me know if your child is prone to ‘wandering off’ or likes to play ‘hiding’ games.

**Use, Storage and Administration of Medicine Policy**

As my Illness policy states, I am willing to provide care for children with **minor** coughs and colds. I understand that parents may wish to provide medication in order to relieve their child’s discomfort.

I have a duty of care to ensure that all medication given to children in my setting is managed safely and in accordance with the [**Management of Medication in Daycare of Children and Childminding Services**](https://www.careinspectorate.com/images/documents/1427/Management%20of%20medication%20in%20daycare%20of%20children%20and%20childminding%20services_Dec%202024.pdf) guidance from the **Care Inspectorate**. This policy outlines my approach to obtaining consent, safe storage, administration, record-keeping, and communication with parents/guardians regarding medications.

**Legal Responsibility and Consent**

* Before administering **any** medication (prescribed or non-prescribed), I must obtain a **completed and signed parental consent form** from an individual with **parental responsibility**.
* Consent forms will be reviewed regularly to ensure information remains up to date.
* Even if a consent form is on file, I will still contact parents by telephone before administering any non-prescribed medication to confirm dosage and necessity.

**Provision and Storage of Medicines**

* Medications must be provided in their **original packaging**, with a **clear label**, including the child’s name, dosage instructions, expiry date, and the prescribing doctor’s details (if applicable).
* Medications must be accompanied by the **patient information leaflet (PIL)** to ensure safe administration.
* All medications will be stored securely, following **manufacturer’s instructions** regarding **temperature and storage conditions**.
* **Emergency medications** (e.g., inhalers, Epipens) must be readily accessible but kept out of reach of children.

**Administration Procedures**

* I will only administer medication in line with the prescriber’s instructions and the parental consent form.
* Before administering prescribed medication for the first time in my setting, parents must confirm that the child has already received their first dose at home, with no adverse reactions.
* If a child refuses or spits out medication, this will be documented, and **medication will not be re-administered** to avoid overdose risks.
* If a child carries **self-administered medication** (e.g., inhalers), parents must provide an additional supply to be kept at my setting.

**Record Keeping and Documentation**

* I will maintain a **detailed medication log**, recording:
  + The **child’s name**.
  + The **name and dosage** of medication administered.
  + The **time and date** of administration.
  + The **name of the person administering** the medication.
  + Any **reactions or concerns** observed.
* Parents will be required to sign the **medication log** at the end of each day to acknowledge administration.
* Medication records will be stored securely and confidentially.

**Emergency Medications and Special Medical Conditions**

* If a child has a **severe allergy or medical condition requiring emergency medication (e.g., Epipen, asthma inhaler, diabetes treatment)**, parents must provide a **care plan** from a medical professional outlining the emergency procedure.
* I will seek appropriate training if necessary to ensure I am competent in administering emergency medication.
* In the event of a medical emergency, I will contact **emergency services (999)** immediately and inform parents as soon as possible.

**Communication with Parents**

* Parents must inform me **before drop-off** if their child has had medication that day, including dosage and time given.
* I will notify parents promptly if their child displays any adverse reactions to medication.
* Medication updates will be discussed regularly to ensure continued safety.

**Policy Review and Updates**

* This policy will be reviewed **annually** or sooner if new legislation or guidance is introduced.
* Parents will be notified of **any changes** to medication procedures.

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| **Scotland’s Health & Social Care Standards Use, Storage and Administration of Medicine Policy** |
| Responsive care and support |
| 1.24 - Any treatment or intervention that I experience is safe and effective. |
| Wellbeing |
| 2.23 - If I need help with medication, I am able to have as much control as possible. |

**Mobile Phone, Camera and Photographs Policy**

As a registered childminder, I have a responsibility to safeguard children while using photographs to document and share their development. This policy outlines how mobile phones, cameras, and photographs are used within my setting, ensuring compliance with data protection regulations and safeguarding guidelines.

**Use of Photographs**  
Photographs of children will only be taken and used with explicit written parental consent. These may be used for:

* Sharing children’s experiences and achievements directly with parents.
* Documenting activities undertaken by children.
* Children’s personal development records (Learning Folder).
* Displaying activities in welcome booklets, newsletters, and information boards.
* Promoting my childcare business (e.g., on my website or private social media pages with parental approval).

I will never take or store images of children:

* Without prior parental consent.
* When they are undressed, in swimming attire, or having their nappy changed.

**Managing and Storing Photographs**

* My phone, tablet and laptop are secured with passwords and virus protection software.
* The digital camera is stored in a lockable cupboard when not in use.
* Upon a child's departure from my setting, I will provide parents with all photographs taken of their child and delete them from my system.

**Use of Mobile Phones and Cameras**

* My mobile phone is used for essential business purposes only and is not accessible to children.
* Visitors to my setting are prohibited from using their phones or taking photographs of children.
* Any necessary use of my phone while supervising children will be limited and discreet.

**Managing External Photography Risks**  
Children may be unintentionally included in photographs taken by others in public settings (e.g., toddler groups, soft play centres, parks). To mitigate risks:

* I will make reasonable efforts to prevent children from appearing in such photos.
* If I observe a stranger taking photographs inappropriately, I will intervene and notify the police if necessary.
* Parents will be informed of any concerns regarding third-party photography.

**Data Protection Compliance**  
As a registered data controller with the Information Commissioner’s Office (ICO), I adhere to data protection legislation, ensuring that:

* Confidential information, including photographs, is stored securely and not shared without consent.
* Parental controls and multiple user settings prevent children from accessing inappropriate content.
* Parents can request access to all records concerning their child, in line with data protection laws.

For further details, refer to my **Privacy Notice** regarding data security procedures and responsibilities.

**Review and Monitoring**

* This policy will be reviewed regularly to ensure it remains in line with Care Inspectorate requirements and safeguarding guidance.
* Any updates will be communicated to parents/carers as necessary.

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| **Scotland’s Health & Social Care Standards Mobile Phone, Camera and Photographs Policy** |
| Dignity and respect |
| 2.7 - My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used. |
| Be Included |
| 2.14 - I am fully informed about what information is shared with others about me. |

**Multiple Contact Policy**

It is not uncommon for families to share care and the dropping off and collection of children with other family members and friends. As stated in my dropping off / collection policy, only adults who you have added to your collection list will be permitted to collect your child from the setting.

It is very important in these circumstances that we ensure that important information is shared amongst all adults who may drop off and collect your child on a regular basis. Without an effective system in place important messages may not be passed on or information lost. An example of this may be where a grandparent normally collects a child on a Monday but has forgotten to pass on the message that children are to wear fancy dress that Friday. This could result in unnecessary upset for the child, a confused parent and a grandparent left feeling guilty for simply mislaying the note.

A more serious situation could be where a child has had an accident and hit their head on auntie’s pick up day. Despite being made aware on collection of the incident and signing the accident book, auntie then later forgets to pass on this information as the child has been fine in her care for the remainder of the afternoon. Later that evening, the child becomes very ill and is in fact suffering from concussion. The parent fails to recognise the symptoms as they have no idea that their child had bumped their head earlier that day.

Another important thing to consider is your wishes as to what information you want me to share or discuss with other adults who collect your child. For example, you may not feel it is appropriate for me to discuss potty training or weaning techniques with grandparents or prefer I discuss developmental progress only with you.

Where your child is to be regularly dropped off or collected by other adults, I will therefore ask you to complete a Multiple Contact Information Sharing Form. This will allow me to see who regularly drops off and collects your child on which days, what information you want me to share or discuss with them and how this information should be also passed on to you.

Should you have any concerns regarding this policy, please do not hesitate to discuss them with me.

**Nappy and Toilet Training Policy**

I am committed to ensuring that all children in my care experience a hygienic, supportive, and respectful environment during nappy changing and toilet training. I recognise that every child is unique, and I work closely with parents to provide consistent and sensitive support throughout this developmental stage.

**Nappy Changing Procedures**

**Hygienic and Suitable Facilities**

* I provide a **designated, hygienic nappy changing area** that is separate from **food preparation and dining areas**.
* **Changing mats are disinfected after each use** to prevent the spread of infection.
* Used nappies are disposed of hygienically in **sealed nappy sacks** and placed in an appropriate **bin with a secure lid**.

**Parental Requirements**

* Parents must provide **nappies and any creams** required for their child.
* I provide **wipes, changing mats, and nappy sacks** to maintain hygiene standards.

**Regular Changing Routine**

* Nappies are changed **at regular intervals and immediately if soiled**.
* I follow **infection prevention guidance** to ensure the well-being of all children.

**Privacy & Dignity**

* All **personal care is conducted in a dignified manner**, respecting the child’s **privacy while ensuring appropriate supervision**.
* Children **are never left unattended on a changing mat**.

**Toilet Training Support**

**Working in Partnership with Parents**

* Toilet training is introduced **when the child shows readiness**, in collaboration with parents.
* Parents are encouraged to **discuss their child’s progress, preferences, and routines** before starting toilet training.

**Facilities Provided**

* A **potty, toilet trainer seat, and step stool** are available and **cleaned after each use**.
* I maintain a **supply of spare clothes, towels, and any necessary items**.

**Supervision & Hygiene**

* Children are **always supervised while using the toilet or potty**.
* **Handwashing is encouraged** after every use, with accessible, **child-friendly hand basins**.

**Respecting Individual Needs**

* Children’s **privacy is balanced with safeguarding requirements**.
* Different toilet training approaches are accommodated, but for **hygiene and safety reasons**:
  + **Children are not permitted to wander without clothing**.
  + **Potties are not used in communal areas** such as the living room.

**Ongoing Communication & Support**

* I provide **daily feedback to parents** on their child’s **toilet training progress**.
* **Reward systems** such as **star charts or verbal praise** can be used if parents feel they would be beneficial.
* I remain **flexible and patient**, understanding that **toilet training progress varies for each child**.

**Review and Monitoring**

* This policy is **reviewed regularly** to ensure compliance with **Care Inspectorate Scotland requirements** and best practice guidelines.
* Any **updates will be communicated to parents** as necessary.

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| **Scotland’s Health & Social Care Standards Nappy and Toilet Training Policy** |
| Dignity and respect |
| 1.4 - If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.  1.5 - If I am supported and cared for in the community, this is done discreetly and with respect.  5.2 - I can easily access a toilet from the rooms I use and can use this when I need to.  5.4 - If I require intimate personal care, there is a suitable area for this, including a sink if needed. |

**No Smoking or Vaping Policy**

In accordance with safeguarding and welfare requirements and as required by the Care Inspectorate children should be cared for in a safe, hygienic and smoke-free environment. I therefore have a no smoking or vaping policy in place.

**No one** is permitted to smoke, vape or use e-cigarettes in the setting, garden or in any vehicle used for childminding purposes.

I will never take the children into smoky environments and understand the risks associated with second hand smoke. I will avoid places that permit smoking wherever possible and will always keep children as far as reasonably practical away from people who are smoking when out in public.

**Outdoor Play Policy**

I encourage outdoor play as much as I can, and give children opportunities every day to be active and explore outside. Children can learn so much from being outdoors and activities that allow them to experience nature and the world around them. Outdoor play also brings with it several benefits including promoting active, healthy lifestyles, learning to manage risks, building on physical and cognitive development, supporting social skills and developing appreciation for nature and the environment.

For example, through outdoor play children can:

* **Learn to manage risks and gain confidence when trying new or higher risk activities**

e.g learning to use ride on toys, climbing / large play equipment, navigating their way around objects, slippery or uneven ground, coming into contact with nature

* **Develop gross motor skills – running, climbing, lifting, moving objects, balance and coordination skills.** e.g. activities, games or opportunities that encourage body movement or object control
* **Develop awareness of own space and others during play**

e.g. learning to aim, dodge, reach targets, developing perception skills, improving reaction times

* **Build friendships and learn to work in a group or as part of a team**

e.g. Through interaction with others outdoors, at the park, team games, group activities.

* **Learn about the wider community and local area, developing their sense of belonging and pride for their home town.**

e.g. recognising places or people they know, taking part in local events, learning about local culture and traditions.

* **Explore and learn to use tools and equipment**

e.g. gardening tools, water / sand play toys, construction activities

* **Listen, follow instructions and develop an understanding of hygiene and safety measures.**

e.g. activities that involve a process / series of steps, washing hands after outdoor play / touching animals, rules to keep us and others safe

* **Learn about nature, flowers, insects and animals and develop an understanding of our impact on the natural environment.**

e.g. gardening activities, nature walks, exploring habitats, conservation projects

* **Increase their vocabulary as they explore their surroundings and discover new things.**

e.g. learning new words from the outdoor world, reading signs or labels outdoors, instructions, using natural materials to write letters or form words

* **Explore their senses, talking about what they can see, hear, smell, touch and taste from the world outdoors.**

e.g. sharing sensory experiences, listening, smelling, tasting, touching, naming and identifying

* **Experiment with natural materials and explore natural colours and textures.**

e.g. mark making in sand, mud, water; collecting and sorting leaves, stick, stones; construction activities using natural objects.

* **Look for shapes and patterns, similarities and differences, counting and comparing objects.**

e.g. collecting, sorting, categorising, ordering and comparing natural objects; exploring prints, marks and rubbings

* **Question and investigate the natural environment, discovering, identifying and problem solving**

e.g. learning about plants, insects, animals, gardening, farming, food cycles, how things work, human intervention, construction activities using natural resources

* **Learn about change in the natural environment**

e.g. lifecycles, growth and decay, seasons and weather, climate change and eco-friendly habits

As well as understanding all of the benefits outdoor play can bring, it is important to also evaluate the risks and ensure measures are put in place to keep children safe.

* I regularly complete and review risk assessments for all areas of my setting that children have access to including all outdoor play areas.
* As per my risk assessment, I ensure the garden is checked before play, walls and fences are secure and the gate is locked.
* Children are supervised at all times and outdoor toys and play equipment are regularly checked.
* I have risk assessments in place for risky or active play experiences and the use large play equipment, for example; trampoline, ride on toys, climbing, den building, arts and crafts, sensory and messy play.
* I follow my **Outings Policy** whilst away from the setting and complete and review risk assessments for all regular places we go to on outings, including the park, local walks and the woods. I also have a Walking and Travelling by Car risk assessment to consider how we travel safely whilst away from the setting.
* I complete new risk assessments before trying any new activities or exploring new places outdoors in order to minimise any potential hazards.
* I request that parents provide suitable clothing to ensure that their child is comfortable when playing outdoors, for example warm clothing if it is to be cool or waterproofs if it is to be wet. I also request sunhats and suitable sunscreen is provided during hot weather.
* I encourage self-care skills before going outdoors asking children to gather and put on their coats and shoes, etc. I offer assistance where required and always check children are ready and comfortable.
* In the event of extreme weather, it may be unsafe to take part in outdoor play. In such circumstances, I will always try to offer alternative active play activities indoors, for example dancing, movement games, indoor obstacles or an outing to a soft play centre.

If you have any suggestions for outdoor play activities, please do not hesitate to discuss them with me.

**Outings Policy**

I believe it is important to take children on outings to support their development and to learn about the world around them. It is essential that proper planning is done to ensure the safety and welfare of all children involved. I have the following procedures in place:

* I keep parents informed of weekly activities including routine outings such as school drop offs and collections, playgroups we attend or places that we visit regularly such as local parks, walks, the library or shops.
* I ask for written parental permission for any planned special trips for example to the beach, museums or a local attraction. Parents will be informed of our expected arrival and departure times, transport arrangements, planned activities at the location, any extra costs, special clothing or equipment required and also to supply at least two emergency contact numbers that will be contactable in the event of an emergency for the duration of the trip.
* I do a risk assessment for each place that I choose to take the children and where possible visit myself beforehand to ensure that the setting is safe and suitable for the children. This also allows me to assess what facilities are there (nappy changing, toilets etc), how I am going to get the children to and from the location safely and how I will manage them when I am there.
* Whilst walking I will ensure that I have the necessary equipment and resources to keep children safe and comfortable including pushchairs, rain covers, blankets, buggy boards, harnesses, reigns, etc.
* If travelling by car I will ensure that all children are securely strapped into an appropriate car seat and that the maximum number of passengers for the car is never exceeded. I will also do a quick safety check before departing, checking door locks, loose objects in the car etc. I will also ensure the car has sufficient fuel for the journey. I service my car regularly and it has a current MOT certificate. My car is also insured for childminding purposes.
* I ensure that I take everything with me that I need, for example, emergency contact cards / wrist bands for the children, a first aid kit, nappies and changing bag, spare clothes, mobile phone, drinks and a snack.
* I will check the weather forecast prior to any outing and ensure that all children are dressed appropriately. If hot weather is forecast I will apply sunscreen to children before leaving the setting and ensure all children have a bottle of water to maintain hydration.
* I will never leave children unattended when on an outing.
* I carry emergency contact cards for each child that provides information about the child (their name, date of birth, emergency contact details and any known allergies or medical conditions). I also carry a card that explains I am a registered Childminder.

I endeavour to organise outings to fit in with the needs of the children and try to take full advantage of any suitable community events. I will also try to plan outings suitably around weather forecasts and seasonal changes.

If you have any concerns about the above policy, please feel free to discuss them with me.

**Physical Contact Policy**

As a registered childminder, I regularly make physical contact with children in order to meet their individual care requirements.

**Emotional Needs and Affection**

I am very aware that each individual child has different needs. Some children like to be affectionate and show this through hugs & kisses etc whilst others are not so physically affectionate.

I am happy to hold hands with your child, hug, cuddle, tickle or kiss them (on the head or cheek) providing both you and your child is comfortable with this. I will never force a child to do any of the above if it makes them feel uncomfortable.

**Safety and Guidance**

On rare occasions I may need to physically restrain a child. Examples of this would include if a child was at risk of inflicting harm on themselves or others or if they were to try to run into the road or other dangerous situation. Should I need to restrain your child I will document it in my incident book and ask you to sign the record. This is to protect all parties involved.

**Self-Care and Hygiene**

In order to ensure hygiene routines are carried out properly some physical contact is necessary, for example to help with washing hands and faces and wiping noses. I am also happy to assist with toileting according to the age and stage of ability of the child and will change nappies regularly in order to keep your child comfortable. I will also assist with changing a child’s clothes if they have had an accident.

In addition to the above policy you may also wish to refer to my **Behaviour Management** and **Allegations of Abuse** policies. If you have any concerns, please do not hesitate to discuss them with me.

**Privacy Notice**

In order to provide a professional care service and meet statutory requirements, it is necessary for me to collect and record information about children and their families.

I am registered with the Information Commissioners Office as a data controller and acknowledge and agree that any personal data that I handle will be processed in accordance with all applicable data protection laws in force including the General Data Protection Regulation (GDPR).

**This privacy notice informs you about:**

* What information is collected about your child and you as a parent / carer.
* The methods used to collect and securely store this information.
* What the information is used for.
* Whom information is shared with and why.
* The methods used to share information.
* How to request access to any data held about you and your child.

**The type of information that I collect, hold and share includes:**

* Personal Information (such as names, dates of birth, family composition, contact information and emergency contact details)
* Sensitive Information (such as health / medical information, additional support needs and details of any other services involved)
* Characteristics and Preferences (such as ethnicity, religious / cultural preferences, nationality, language, dietary requirements, likes and dislikes, daily routine information)
* Attendance Information (such as sessions attended, absences and reasons for absence / non-attendance)
* Learning and Development information (such as observations, development progress and achievements, activity participation)

**I collect this information for the following purposes:**

* To ensure the wellbeing of all children and meet individual care needs
* To meet my statutory obligations as a childcare provider
* To respect family beliefs and where possible, tailor care to support existing routines, lifestyle choices and preferences
* To monitor and report on children’s learning and development progress
* To access additional support services where applicable
* To access financial support or funding for eligible families
* To comply with the law with regards to data sharing
* To regularly assess the quality of my care service

**The lawful basis on which I use this information:**

I collect and use information about children and families on the basis of legal obligation, in order to meet my statutory requirements as a childcare provider, and for the legitimate interests of everyone associated with my childcare service. I may also process special category data (for example details about ethnicity, religion, cultural preferences, diet or health) where explicit consent has been given for the purposes of meeting individual needs and care preferences.

**Collecting Information**

Whilst the majority of information collected is mandatory in order for me to meet the statutory requirements of a registered childcare provider (for example from the Care Inspectorate and some of it may be provided on a voluntary basis. In order to comply with the General Data Protection Regulation, I will inform you whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information I request is always for the purposes of delivering high quality care and improving outcomes for your child.

**Data Collection and Storage Methods**

I use the following methods to collect information and ensure it is stored securely:

* Paper forms, printed records and photo copies – Stored in filing cabinet
* Electronic forms, emails, photographs, videos – Stored on business computer with both password and virus protection
* Online Childcare System / Web Application – Secured with password and hosted in the UK by a reputable company with their own security measures and data protection procedures as a requirement of the General Data Protection Regulation.

**Retention Period – How long is data stored for?**

Information that had been collected about children and their families will be retained until it is no longer required as evidence for The Care Inspectorate/ HMRC or for insurance purposes. In the majority of circumstances this will be no longer than 3 years after the child has left the setting, however to comply with insurance requirements, any information relating to safeguarding and welfare must be retained until a child is 21 years and 3 months old. When a child moves on from the service, normal procedures will include providing families with any additional material, for example photographs and artwork. With permission from parents, any learning and development information can be forwarded on to the child’s future care setting / school / nursery to help support transition.

Any information that is not passed on to parents or forwarded to a future setting and is no longer required will be destroyed. Paper documents will be shredded and any digital information will be securely deleted.

**Sharing Information with parents and carers**

I will share information with parents (and any other named individuals parents have included on a signed Multiple Contact Information Sharing Form) via the following methods:

* Verbally – face to face discussions or via telephone
* In writing / paper form – letters, forms, contact diaries, learning journals, progress reports
* Digitally – Emails (including activity reports sent via secure online childcare system / web application), Text Messages, Private Facebook Page / Whats App Messages

If there are any methods of communication you would prefer not to be used, please discuss this with me.

**Sharing Information with others**

Any information given to me, either verbally or in writing, regarding your child or your family will be treated as private and confidential, however certain situations may require me (or my staff / assistants) to share details with others. These situations include:

* As evidence toThe Care Inspectorate on request or inspection.
* To work efficiently with my assistant / other members of staff and ensure continuity of care.
* To seek advice from other professionals for example to assist with additional support or medical needs.
* To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.
* To apply for funding / early years entitlement

Where information about your child is to be shared with others, I will ask you to sign a Data Sharing Agreement to ensure that you understand fully who information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency situation or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police.

**Displaying and Publishing Information**

In order to share children’s experiences and achievements with families, I like to display photographs of children taking part in activities and examples of their artwork and achievements in my setting. I may also include photographs and share news about individuals in newsletters, on my website, private Facebook page or information / welcome booklets which may be viewed by existing, previous and prospective families. Again, I will ask for parental consent for this and will respect your wishes if you would prefer any images or material specifically relating to your child not to be included.

**Requesting Access To Data**

Under data protection legislation, you have the right to request access to information that I hold about you and your child. To make a request for personal information, or if you would like access to your child’s records and learning and development information, please do not hesitate to ask me in person or contact me via email or telephone to make a request.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way I am collecting or using your personal data, I request that you raise your concern with me in the first instance so that I can work with you to resolve the situation. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Changes to Privacy Notice**

This privacy notice will be reviewed regularly and updated as necessary to reflect any changes to data collection or processing methods.

**If there is anything in this privacy notice you would like to discuss, please do not hesitate to contact me.**

**Retention Policy**

As a requirement of the General Data Protection Regulation (GDPR), and my commitment to be transparent on the way that I collect, store and process information about you and your child, I have written this retention policy to explain in detail what happens to any information I hold when the time comes for your child to move on from my setting. Please refer to my **Privacy Notice** for further information about my data protection procedures and responsibilities.

Any data that I retain relating to you or your child will fall under one of the following categories:

* **Safeguarding and Welfare Information**

*e.g. Care Plans, Medical / Health Records, Attendance Registers, Accident / Incident, Existing Injury, Records, Medication Administration Records, Safeguarding – Records of Concern, Parent Permission / Consent Forms.*

These items contain safeguarding and welfare information. I am required to retain these records for legal / insurance purposes until your child is 21 years and 3 months old.

* **Financial Records**

*e.g. Contracts, Attendance Registers, Invoices & Payment Records, Records of Defaults / Legal Action*

These items include payment and attendance information. For HMRC purposes, I am required to retain these records for 6 years.

* **Funding Application Information**

If your child’s place has been full or part-funded, I am required by the local authority to retain any information relating to your funding application(s) under contractual necessity for a period of 3 years.

* **Contact Information**

As advised by the Information Commissioner’s Office, I will also retain your contact information (phone number and email address) for up to one financial year after your child has left my setting. This will allow me to contact you to clarify any accounts or financial information where necessary, e.g. for tax credit claims or on request from HMRC.

I will ensure that all data is stored securely. Paper records are kept in a lockable file and digital files are stored on my business laptop which is secured with a password and virus protection. Following the retention period, paper records will be shredded and digital files securely deleted.

Your child’s learning and development records will be handed over to you on your child’s last day of attendance. E.g. Learning File / Journal, Progress Reports / Trackers, Observations, Daily Diary, Artwork & Crafts. If your child is moving on to school, nursery or a new care setting, I may ask if you would like me to forward some of this information on in order to support your child’s transition. I will always request your permission and ask you to sign a data sharing agreement before passing on any information.

**Photographs**

In addition to any photographs that may already be included in your child’s learning and development records, I will also provide you with a copy of all of the photographs I have taken of your child during their time with me. These will be provided by email

I may request your permission to retain a copy of some photographs, for example: to provide information about my service and the activities I offer with prospective families or to look at with the other children and share memories of times spent with your child. I will ask you to sign a separate photograph retention permission form for this. Any photographs that I have not been granted permission to retain will be securely deleted without delay.

**Service Closure**

Should I make the decision to close my service or retire from childminding, I will continue to securely store data for as long as I am legally required to do so, then appropriately destroy / delete data at the end of the required retention period.

**Your rights**

You have the right to request access to information that I hold about you and your child and may also ask for information held about you and your child to be withdrawn – your ‘right to erasure’. Please refer to my Privacy Notice for further details regarding your rights to access data. There are however exceptions to these rights, for example the right to access or erasure may be refused due to legal or regulatory restrictions or where the disclosure of information risks adversely affecting the rights and freedoms of third parties.

**If you have any questions about my data handling and retention procedures, please do not hesitate to ask.**

**Sleep Policy**

Sleep is an essential requirement for good health. Babies and young children often require day time naps to ensure they get enough rest to support growth, physical and mental development. Regular naps also prevent children from becoming overtired which can affect their mood, behaviour and ability to learn. Without a regular routine children’s sleep patterns can be disrupted making it harder for them to fall asleep at night, eventually resulting in exhausted children, parents and carers.

Before I begin to provide care for your child, it is important that I discuss with you any established sleep routines so that I can accommodate them where possible into my working day. As I drop off and collect children daily from school and nursery, nap times may be adjusted slightly during your child’s time with me. It is also vital that you keep me informed of any changes to routine as your child’s sleep needs will change as they grow and develop.

In order to support your child’s routine in the best way possible, I will ask you to complete a Care Plan form for your child so that you can provide me with information such as:

* How many naps your child normally has, at what times and for how long.
* Whether you would like me to wake your child after a certain period of time or let them sleep on.
* Where your child prefers to sleep, e.g. cot, sofa, pram.
* Whether they have a dummy or comforter.
* Any special routines that you have or things that you do to help your child settle down for a nap, e.g sing a song, read a story.

I will ask you to review the information on your child’s care plan every six months to ensure it is accurate and up to date but would encourage you to notify me of any changes to your child’s routine as soon as possible.

**Sleep Safety**

I am aware of the risks of sudden infant death syndrome (SIDS) and follow current guidance to ensure infants are sleeping safely. For example:

* Children are always put down to sleep on their backs.
* Babies are placed in their cots in the ‘feet to foot’ position.
* Sheets and blankets are firmly tucked in at the bottom and sides of the cot, and are positioned no higher than the baby’s shoulders. Children’s heads are never covered whilst sleeping.
* Room temperatures are checked regularly to ensure children are not too hot or too cold.
* Babies are never left to sleep in car seats.

I also use a monitor and check on sleeping children regularly to ensure they are still safe and comfortable.

You can find safer sleep advice on the Lullaby Trust website here:

<https://www.lullabytrust.org.uk/safer-sleep-advice/>

There is also further information and advice on the NHS website:

<https://www.nhs.uk/conditions/pregnancy-and-baby/reducing-risk-cot-death/>

If you have any questions or concerns, please do not hesitate to discuss them with me.

**Special and Additional Support Needs Policy**

**Additional Support for Learning**

I aim to provide an inclusive environment for all children and their families and am aware that some children may have special needs. As a registered childcare provider, I must abide by the **Educational (additional support for learning) (Scotland) act 2004 and the 2009 Act** and ensure that appropriate action is taken when a child is identified as having special needs or starts in my care. I must promote the welfare and development of the child in partnership with parents and other relevant agencies to ensure every child receives the best possible care and development support.

**I will ensure all children are learning and progressing well by:**

* Providing a wide range of resources and activities, both indoors and outdoors, that will stimulate interest and support learning in all areas of development.
* Regularly observing children during free play and planned activities. I will make notes of their progress in their individual learning folder and use this information to plan further activities that will further support their learning.
* Using progress trackers to check and highlight whether a child is falling behind in any of the areas of learning and then implement or seek the necessary support.
* Regularly discussing children’s learning and development progress with their parents and ways in which they could further support their child’s learning and development.
* Making use of relevant facilities, resources and play activities in the local community and further afield.
* Attending appropriate training to ensure I have the skills and knowledge required to support children and their families.

**If I feel that a child in my care has a special need I will :**

* Keep observational notes then share and discuss these notes with the child’s parents as soon as it reasonably possible.
* Seek permission from parents to ask for support from outside agencies (where appropriate) then discuss any available support with parents and at all times keep matters confidential.
* Contact my Early Years Additional Learning Needs Lead Officer (Early Years ALNLO) for further guidance and support.

**If I am caring for a child with special needs I will include them by:**

* Valuing and acknowledging their individuality and helping them to feel good about themselves.
* Talking to them and their parents about their likes, dislikes, interests and routines.
* Ensuring that activities are adapted to enable the child with special needs to take part. With permission from parents, I will arrange access to specialist equipment where required and consider any potential risks.
* Encouraging the child’s confidence and independence at all times.

You may wish to refer to the following documents for further information:

* Education (Additional support for learning) (Scotland) Act (2004)

**Television, Streaming and Games Console Policy**

I am committed to providing a safe, stimulating, and nurturing environment where children learn best through play and interactive activities. While television, streaming services, and video games can serve as tools for relaxation, creativity, and learning, excessive screen time can negatively impact children's development. Therefore, screen time is limited within my setting and is not part of our usual daily routine.

**Appropriate Use of Television and Streaming Services**  
Television may be used occasionally for short periods, such as:

* During drop-off time to help children settle in.
* After lunch for quiet time and relaxation.
* After school to allow children to unwind.
* If a child is feeling particularly tired or unsettled, a short session may aid comfort.
* As part of a planned learning activity, theme, or group viewing session (e.g., an educational programme).

When television is used, I ensure:

* All content is age-appropriate and aligns with the values of my childcare setting.
* Parental controls are in place to prevent access to inappropriate content.
* Screen time remains limited and balanced with active, hands-on learning opportunities.

**Use of Video Games and Consoles**  
Children may be permitted to play video games on an Xbox, iPad, or other devices for short sessions under the following conditions:

* Screen time is supervised at all times and balanced with other activities.
* Games must be age-appropriate, and parental controls are enabled to restrict unsuitable content.
* All devices have security settings, filters, and virus protection to ensure online safety (see **Internet Safety Policy** for further details).
* If a child wishes to bring a DVD or game from home, parents must check with me first to ensure it is appropriate for younger children in my care.

**Parental Preferences and Consent**  
If you prefer that your child does not watch television or play video games while in my care, please let me know so that alternative arrangements can be made.

**Review and Monitoring**

* This policy will be reviewed regularly to ensure it remains in line with Care Inspectorate requirements and safeguarding guidance.
* Any updates or changes will be communicated to parents/carers as necessary.

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| --- |
| **Scotland’s Health & Social Care Standards Television, Streaming and Games Console Policy** |
| Dignity and respect |
| 2.6 - I am as involved as I can be in agreeing and reviewing any restrictions to my independence, control and choice. |
| Wellbeing |
| 3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities. |

**Transport Policy**

I use my own car to transport children as part of our daily routine (for example the dropping off and collection of children at school, attending playgroups, etc.) and to visit places on an outing.

The safety of your child is paramount therefore I follow the procedures outlined below:

* I ensure my car is road worthy and safe to drive by performing regular maintenance and having it serviced annually.
* I comply with legislation by ensuring my car has a valid MOT certificate, is insured for business use and road tax payments are up to date.
* I have a full, clean driving license which may be viewed on request.
* I follow current car seat safety guidance ensuring all car seats are correctly fitted and are age and stage appropriate for the children using them.
* I check all children are securely strapped into their seats and are comfortable before departure.
* I ensure that child safety locks are in use.
* I never leave children unattended in a vehicle.
* I regularly talk to children about car and road safety in an age appropriate way.
* I carry identification and emergency contact information for myself and all children whenever we are away from the setting in case of an emergency. I also keep a set of emergency contact cards in my car.
* I keep a first aid kit in my car for use in an accident or emergency.
* I take a mobile phone with me whenever we are away from the setting in case of an emergency and so that parents can contact me if required. I will never answer or make use of my phone whilst driving. Calls or texts will only be responded to once we are safely parked and it is appropriate to do so.
* I request written parental permission to transport children in my car in addition to consent for all routine, planned or spontaneous outings. I will always inform parents of any special trips or long journeys.

**My car details are:**  **Hyundai Kona Electric**

**Registration Number: SB23 TYW**

Attached to this policy are copies of my driving license, current MOT and insurance certificates. Originals may be viewed on request.

Current car seat guidance can be found here:

<https://www.gov.uk/child-car-seats-the-rules>

Details of the car seats I use are also attached to this policy.

Should you have any questions about the car seat that is to be used for your child or indeed any queries regarding my car or transportation policy, please do not hesitate to discuss them with me.

**My Car Seats and the Law**

Current car seat guidance can be found here:

<https://www.gov.uk/child-car-seats-the-rules>

By law, all children under the age of 12 or less than 135cm tall (whichever comes first) must normally use a car seat.

**Height based seats**, known as ‘**i-Size**’ seats must be rear facing a child is over 15 months old. Children may use forward facing seats once they are over 15 months old.

There are also a selection of **weight based seats** available:

|  |  |  |
| --- | --- | --- |
| **Group** | **Weight** | **Seats** |
| 0 | 0 to 9kg | Lie-flat or ‘lateral’ baby carrier, rear-facing baby carrier, or rear-facing baby seat using a harness |
| 0+ | 0 to 13kg | Rear-facing baby carrier or rear-facing baby seat using a harness |
| 1 | 9 to 18kg | Rear- or forward-facing baby seat using a harness or safety shield |
| 2 & 3 | 15 to 36kg | Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield |

Seats must be checked to ensure they are suitable for the height and weight of the child.

From March 2017 it became illegal to purchase backless boosters for use by children under 125cm tall or weighing less than 22kg.

***In the interests of safety, I no longer use backless boosters.***

Children may travel in the front of a car so long as the correct restraint is used. When fitting a rear-facing baby seat in the front of a vehicle, the airbag must be de-activated.

Car seats should never be fitted in side-facing seats.

**Please find details of the car seats I use for my childcare service below:**

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*Puggle Linton Comfort Plus (9 months to 12 years)*

*Puggle Tilbury Luxe Comfort (0-4 years)* This seat Is used for children still rear facing

Please provide me with height and weight details for your child. I will ask you to check this on a regular basis so that together we can ensure the correct seat is being used for the safety of your child.

**Visitors Policy**

As a childminder registered by The Care Inspectorate I am very aware of my role in keeping your child safe. Whilst it is healthy for children to mix with other children and adults, it is my responsibility to ensure the suitability of those that they come into contact with when in my care. I therefore have the following procedures in place regarding visitors in my setting during minding hours.

* Any regular visitors to my setting will be asked to complete a Disclosure application.
* I will never leave a minded child in a room alone with a visitor, unless I know they have been Disclosure Checked, for example another Care Inspectorateregistered childminder.
* I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.
* I will not allow any visitors to take my minded children to the toilet or change their nappies.
* I will arrange for any maintenance work to my property to be carried out at weekends and during non-minding hours wherever possible.
* I ask all visitors to sign a visitors book which may be shared with The care Inspectorate, Social Services, or the emergency services in the event of a safeguarding concern.

If you have any concerns regarding visitors to my setting please discuss them with me.