



Policies and Procedures

The New EYFS

Please also see older policies 1,2,3 of 3

Introduction - The EYFS underpins the legal requirements that Childminders have to think about.

We also meet educational expectations while children are in our care under the age of 5 years and think about our

- **Intent,**
 - **Implementation &**
 - **Impact to help your child reach their best potential before the end of their reception year for the building blocks of the rest of their education.**
- The 7 areas of learning and development remain the same.**

PRIME AREAS:

1. communication and language,
2. physical development,
3. personal, social and emotional development

The 4 SPECIFIC AREAS:

4. Literacy
5. Maths
6. understanding the world
7. expressive arts and design



Statutory Documents - please read alongside my old policies, part 1, 2 and 3 of 3

The following explains the requirement of the EYFS or the Childcare Register and therefore what must be recorded for me to legally be able to care for your child.

Compliance with GDPR (GDPR, May 2018)

The General Data Protection Regulation requires providers to consider why they are processing data about children and their families, how it will be stored and when it will be deleted. To comply with the GDPR I need to have a good reason to ask YOU for information about your child – a *legal basis* for processing data.

Data will be processed in compliance with the 6 principles of GDPR – lawfully and fairly; for specific, explicit and legitimate purposes; limited to what is necessary; accurately; for no longer than is necessary; securely.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>.

Parents are informed about their rights in the Privacy Notice including – the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

The lawful / legal basis for processing personal data will be advised in the Privacy Notice. The 6 legal basis for processing personal data are - consent, contract, legal obligation, vital interests, public task, legitimate interests.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>.

What if YOU don't give you the information?

The legal basis for processing the information is either contractual necessity, legal obligation or vital interests. This means that I need the information to care for YOUR child and failure to share the information might mean we cannot complete the **Parent – Provider Contract**.

In brief the procedures explain these requirements as follows, but please read my other policies as I will automatically still work to these too having done so for many years;

●Page 5 **A Bit About Me**

●Page 10 **GDPR - the new laws to protect privacy**

●Page 15 **Working with Parents and Privacy** - the most important part about my work. **Child Record & Emergency Contact Form** - It is important that I record information required in cases of illness or emergency. I keep an **Attendance Register** noting when they arrive and leave the care and is backed up in spreadsheets that I share with you. **Permissions Form** - Various permissions are required before a child starts in my care – permissions should be reviewed with YOU regularly and updated as legislation changes. **Daily Routines** - I am required to share



children's daily routines with you. I do this regularly by message and verbal communication as not all parents collect or drop off their children so I do not have a notice board with a daily planner. See other policies for an inventory of my equipment and general routines.

●**Page 18 Concern about a Child Record/Child Protection** - I must record any concerns I may have about a child. This Concern Record will note the important points which may need to be shared with the you and / or other agencies in the future

●**Page 20 Emergency Planning**

●**Page 22 Existing Injuries Record** - For safeguarding and health & safety reasons, it is important to record children's existing injuries when they arrive. **I have a green Accident/Incident & Medication Book** for this and attach anything relevant, you will be given a copy. They might, for example, have fallen and hit their head at home the night before they come – YOU must tell me for your child's safety. Eg: if your child has a dizzy spell during the day, this could be vital information to act appropriately/immediately as I then recognise possible symptoms of a fractured skull or compression injury and contact emergency services without delay, whereas if I had noted the child had been with me throughout and had not witnessed one incident I may incorrectly respond to such an example. In some instances, existing injuries records might be used by other agencies as evidence that a child is being abused.

●**Page 24 Accident, Incident and First Aid Report** - All accidents and injuries to childminded children, including first aid administered must be recorded. Ofsted require some of these to be reported to themselves. **I have a green Accident/Incident & Medication Book** for this and attach anything relevant, you will be given a copy.

●**Page 27 Physical Intervention Record** - I must record any incidents of 'physical intervention'. This will include times when I may, for example, grab a child to stop them running in the road or held a child to stop them hurting themselves.

●**Page 29 Illness & Infection Record** - It is important to record children's illnesses while in my care; YOU are required to sign to confirm they have been informed.

●**Page 31 Medication Administration Record** - All medication administered must be recorded. I can give children both prescribed and non-prescribed medication or treatment as long as there is prior written permission from YOU in place.

●**Page 34 Food Allergies/Menu Planner** - I must share information with YOU about the food provided. I must also keep a record of the 14 most common allergens to share on request. You can find more information about the EU allergen requirements on the Childminding Help website.

●**Page 36 Informing Ofsted about Changes and Significant Events** - Any changes to various aspects of my provision and incidents that happen which relate to my ability to continue childminding must be discussed with OFSTED. This might include making alternations to my house and garden, a new medical condition or medication, incidents of food poisoning, serious accidents in both my professional and personal life.



● **Page 38 Complaints Procedures & Record** - Complaints are recorded and responded to within 28 days. I record all the relevant details which will be shared with Ofsted at your next inspection.

● **Page 39 Contract Termination Letter** - I end contracts in a professional way by sending you a letter confirming your child's last day of care and information about paperwork retention requirements for Data Protection.

Changes to the EYFS also include how we are no longer required to keep so much documentation about your child's learning and development as we are automatic and use our professional judgement. When we do think about planning of activities we put more focus on recalling our

- **Intent,**
- **Implementation &**
- **Impact to help your child reach their best potential before the end of their reception year for the building blocks of the rest of their education.**

The 7 areas of learning and development remain the same.

PRIME AREAS:

1. communication and language,
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The 4 SPECIFIC AREAS:

4. Literacy
5. Maths
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7. expressive arts and design

Changes have been made to some wording in the educational programmes. Specifically, this means they are longer, there is more depth, and they contain examples of things that we can do with children and there is a new focus on early language and extending vocabulary.

Changes to safeguarding and welfare include a new requirement to promote the good oral health of children.

There is still a statutory assessment that a 2 year check is needed to help identify strengths and any areas where progress is less than expected.

Changes to the early learning goals (ELGs) make them clearer and more specific. They are more focused on the main factors that support child development at age 5.

The age bands have been simplified to avoid tracking activities that do not support child development and there's more room for professional judgement as we use....

Intent, Implementation & Impact in our Planning, Observation and Assessment to help your child reach their best potential before the end of their reception year for the building blocks of the rest of their education.



My name is Donna; Registered Childminder and mum of 6 now aged 28, 23, 16, 14 and 7 years old.

I live in Tilgate with my 3 youngest as the 2 older boys have flown the nest. It's here that I mention Ross died at the age of 3 in 2005 after his 3rd open heart surgery. This experience has been a life changer and will continue to be, taking our family on unimaginable pathways. As a mum I have survived with knowledge, qualities and skills others may not have. Since then our family have other stories to tell that I will share in full with you when you first make contact as one quality I hold my head up high with is how from the onset and you will have my full honesty. Families are either scared away or value this and it forms the basis of a fully trusting partnership as I care for your most precious beings.

ABOUT ME! I left school in 1988 and passed a HNC in Mechanical Engineering in 1993. In 1996 I registered as a Childminder until 2011 when I madly set on a new business venture of opening a shop and subsequently trained to do Massage and other Holistic & Beauty Treatments. I now make artisan soaps and other Bath & Body products, and offer all these from home around my childcare business. I re-registered with Ofsted in December 2018 (EY561944) and am insured with Childcare.co.uk and hold the correct business car insurance.

I have a level 3 qualification in Childminding Practice and alongside my experience of being a parent for 28 years and 18 cumulative years of caring for other people's children I have the correct foundations, core values and morals to care for all ages.

As required by the EYFS, I hold

- **a current Paediatric First Aid certificate, (course attended 2017 then 18/01/20 which is valid for 3 years),**
- **Valid DBS which is also on the update service,**
- **Level 3 Child Protection, Food Hygiene, and many other CPD courses that can be seen in my welcome pack.**

I am registered to care for 3 under 5 year olds and 3 over 5 year olds (or a maximum of 6 under 8 year olds at any one time counting my own daughter). I'm available in half terms and morning/after school.

**The best way to contact me is by text or whatsapp 07828635297
Donnanevill@aol.com**

"I self evaluate on a regular basis; I love what I do hence coming back to this line of work. I have a very positive and professional outlook to any work I undertake and my best quality is my honesty and how I enjoy helping others.

My base is a cosy, adventurous home where I rotate between using the lounge, conservatory space and back garden.

I meet COVID guidelines and regularly clean/sanitise and frequently move equipment around. I have a long garden with a log cabin at the rear. I love vintage decor so my taste may not be your choice but, all areas fit for purpose and easy to keep clean. All I offer has been well thought through".

Admissions Policy

Registered childminder's can care for* 3 under 5 year olds and 3 children aged between 5 and 8 years old at any one time, children over 8's do not come into this ratio. I think it is important to explain this for families to understand why various terms apply such as paying for cancellations or not being able to accommodate extra hours. This ensures we have the correct foundations of the business relationship in place right from the start. It's therefore important for both parties to take into account the hours needed, considering travel or if your circumstances may be changing to avoid any disappointment or confusion. Before any childcare can take place, there is a legal requirement to complete various Childcare Agreements, Contract and Consents.



***Continuity of Care - In certain circumstances we can care for 4 under 5 year olds; known as continuity of care, however the amount of under 8 years olds must never exceed 6 children. An example of continuity of care would be if an existing family has a new sibling, or changes their hours and I already care for a total of 3 under 5 year olds, or if I have another child of my own. In the event of a continuity of care scenario I am required to inform all parents and ask their consent, I must show how I assess risk for the extra child and how I will therefore safely manage and not inhibit the care of any other children.**

Settling in Policy

It can be difficult for parents to leave their child, therefore, Its important to me that you are happy with the care that I provide. Where possible I like to organise settling in sessions for the parents and child. Wworking in partnership will ensure your child is as settled as possible.

Some children settle quickly and others can become distressed. I will work with you through this transition period so that you and your child are relaxed and happy in my home. Working in partnership will continue to be an important part of our contract and so I urge you to communicate honestly from the beginning.

Some parents find it helpful to call me during the day to find out how their child is. I am happy to take your calls, but as I may be caring for a number of children I prefer if we can agree to text or whatsapp.

Child Record Forms

If settling in hasn't been possible then prior to your child's start date I must have completed child record forms. In summary these include written information on emergency contact numbers, dietary requirements, special health requirements, info about who has legal contact of the child and who has parental responsibility, parental permission to seek emergency medical advice, starting date and number of sessions per week, illness and vaccinations, consent for photography for monitoring, advertising and evaluating, consent to take part in off site activities.

Opening Times, Fees & other charges

The hours of work are negotiable however the rates include everything needed; snacks, meals, activities; so you will never be asked for any additional money.

- **Childminding Rate/Fee per hour per child**
 - **Normal hours £5.50 min 4 hours**
 - **Adhoc hours £6.50 min 4 hours**
 - **Unsociable hours are £8.00 per hour at my discretion.**
 - **I charge a minimum of 2 hours before/after school.**
- **Sometimes I am able to collect your child or drop them home for the cost of time to travel and return home +15 mins, at my discretion.**
- **Regular lateness may be charged for to the nearest half hour, the odd 10 minutes here and there is waived but frequent lateness will be invoiced**

Cancellations/Holidays

In brief; if you cancel I still charge but if I cancel there is no charge as you will have to find alternative care (on such occasions I can offer alternative details of Childminders who we meet up with regularly). Most people have employment rights (I am happy to discuss individual family's circumstances if this is different) and its with that in mind that I write my terms regarding cancellations.

Once a contract is in place you have my full commitment to care for your child as agreed and the space (explained in the adult/child ratios) is reserved until further notice.

I go above and beyond on many occasions and often keep children longer for no additional charge when our initial contract is working well. I hope you will appreciate these gestures and agree a good working relationship is paramount and is made up of give and take.

Healthy Eating

You can provide lunch if you wish but as the children eat together I have learnt that generally they prefer to eat the same. I've found that it also helps encourage them to eat it. You are welcome to make an occasional contribution of food to share so that your child has something familiar and that the children have variety and maybe food from different cultures or tastes to try. Please see healthy eating policy/ special dietary needs may incur a slight fee. Allergy information will be made clear to all families.



Travel in car

I use a 9 seater Vauxhall Vivaro minibus fully insured for business use as a Childminder. It has 2 Isofix points and I have the relevant car seats for all ages.

Car seat Law states that children should use an appropriate car seat until they are 12 years old or 135 centimetres tall, whichever comes first. You can choose carseats based on height or weight; 'i-Size' seats must be rear-facing until your child is over 15 months old and weight-based seats as below

Group 0 0kg to 10kg	Group 0+ 0kg to 13kg	Group 1 9kg to 18kg	Group 2 15kg to 25kg	Group 3 22kg to 36kg	Booster
I have 1 isofix rear facing seat		1 isofix 2 normal	1 seat up to 36kg		2 booster

Dropping Off and Collection Policy

If you do not have transport it may be that I can collect or drop your child home to make it easier for you than using public transport. In this case I would charge for my extra time until I arrive back home plus 15 minutes.

Dropping Off - Please let me know in advance if you think you may arrive at a different time from the contracted one. If you arrive unexpectedly early I may not be ready to care for your child. On arrival children will be recorded in the attendance register for safety.

Collection - I will only release your child from my care to adults who you have given written permission to collect them. I will therefore, need you to provide me with a list of people authorised to collect. If there is an emergency or the person is not known to me, we will agree on a password.

Delays can occur and so to avoid children being distressed at collection time I ask where possible to let me know in advance or message me if the time is likely to change. I'm happy for you to send a message when you leave so we can better plan arrival time.

If you are late and I have not heard from you I will try and make contact. If I am unable to get hold of you I will be required to attempt to contact the emergency numbers provided. If I am still unable to make contact with anyone I am expected to contact Social Services and follow their advice.

I reserve the right to make an additional charge for late collection but am flexible where possible.

Payment/Late Payment Policy

Payment is preferred a week in advance although I am happy to discuss this. Any debts will be expected to be paid in full when the contract ends. I keep a spreadsheet to keep track of actual hours charged for and the amounts paid. Should you end a contract through no fault of my own and be in *credit monies will not be refunded. (*you may be in credit if we have calculated a regular fee to cover a change of hours during term time/half term).

Late payments may incur a fee; being self employed I already waive holiday and sick pay, so please do not let it get to the stage where a late payment causes bad feeling because I have incurred charges that I may then have to pass onto you.

If you have had a change in personal circumstances and are now struggling to make payments, please let me know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits.

Data Protection

To provide evidence of how I implement the EYFS it is imperative from the onset, that I keep various records about you and your child for safety to keep track and maintain a system of communication that is processed legally and fairly. GDPR is a new requirement that underpins the protection of your data and privacy and I am required to ensure that you understand why I require information, what I will do with it how I will store, share and maintain your information. This is at the core of my policies of which are also remembered as part of my knowledge and daily routine.

NEW .. EYFS



In 2020 I spent days re writing policies but was left deciding that my current policies should remain as below. I am however aware of changes to the EYFS where the Areas of learning, mostly be taught through games and play include:

communication and language

physical development

personal, social and emotional development

literacy

mathematics

understanding the world

expressive arts and design

When assessing children we are looking at our Intent, how we will Implement and what is the Impact.

The Early Year Framework

Termination of Contract

One months notice must be given by each party to cancel the contract.

Summary

I believe having a core of hours, regular pay and a degree of flexibility is fair as there are often times when parents can also be late or arrive earlier for which is often waived. I appreciate that you have already taken on board a lot of information learning about the foundations of my service, if you would like to see what activities I provide before making a decision on the suitability for your individual circumstances then please read on, my learn and play policy includes this information.

Next step

If you would like me to care for your child/ren then it is now a legal requirement, for everyone's safety that we agree on a contract, share my policies and complete many other forms before I am allowed to start any care and of course meet me!

Please feel free to discuss any concerns that arise as I encourage open and honest communication; not just to fulfil the requirements but to build a safe and trusting relationship.

The welcome pack is broken into 3 sections

- 1. Policies and procedures**
- 2. Health, Safety & Risk Policies and Procedures**
- 3. Childcare Agreements, Contract and Consents**





General Data Protection Regulation

Statutory Framework for the Early Years Foundation Stage 3.67, 3.68, 3.69, 3.70, 3.72

Introduction to the GDPR

General Data Protection Regulation, or GDPR superseded the UK Data Protection Act 1998 on the 25th May 2018 to reflect the advances in information technology over the last 20 years and therefore the changes in the way in which we can collect, manage, store and share data.

The Information Commissioner's Office (ICO) will regulate GDPR and issue enforcement notices, monetary penalties or even prosecutions for non-compliance. As this is new legislation I have chosen to include the lengthy details to ensure there is full compliance and understanding.

The General Data Protection Regulation requires all businesses to:

- Know what data they have and why they have it.
- Manage data in a structured way.
- Ensure data is stored appropriately and personal/sensitive data is secure.
- Know who is responsible for collecting, handling and processing data.
- Record information that has been shared with others – what was shared, with whom, when and why.
- Communicate clearly with service users what data is collected, how it is processed, for what purpose, and with whom information may be shared.
- Respect individual's rights with regards to access, processing and erasing of data.
- Promote a security aware culture for all staff and clients.

As an Early Years Provider I will show I understand the GDPR and meet the EYFS requirements by:

1. **registering with the ICO** as a data controller and any other staff or assistants that work with me. Childcare providers fall into the role of a data controller as they collect information about children and their families. The annual fee for a data controller is £35
2. ensuring that all information collected about children and families I care for and any staff or assistants is with a **clear purpose** in mind. I will detail what information I collect, the methods used, why is it necessary for me to have this information, what it is used for and who it will be shared with.
3. communicating **privacy information** clearly with parents and staff eg: what my data management processes are (please see confidentiality and privacy policy),
 - 3.1 what information I am collecting,
 - 3.2 my lawful basis for data processing (why I require this information and how it will be used),
 - 3.3 the methods I use to collect and securely store information,
 - 3.4 whether anyone else such as staff or assistants within my setting has permission to collect or access information



General Data Protection Regulation

Statutory Framework for the Early Years Foundation Stage 3.67, 3.68, 3.69, 3.70, 3.72

- 3.5 if information is shared with anyone else and why
 - 3.6 what method I use to share information (please see Data Sharing Agreement)
 - 3.7 how long data is stored for and how it is destroyed
 - 3.8 individual's rights regarding collection, processing and access.
4. ensuring I do not fail to meet your **individual rights**. The GDPR requires individuals to have certain rights regarding the data held about you which includes the following
- 4.1 the right to be informed; information collected and what I use it for, information about any changes in how I collect, manage and store data
 - 4.2 the right of access; allowing parents and families access to the information about them - even when circumstances may be difficult, for example digital methods of communicating information may not be suitable for families who do not have access to a computer or other device where they can view information
 - 4.3 the right to rectification; if any information you hold is inaccurate, I must respond to individual's requests to correct any errors
 - 4.4 the right to erasure; parents and families have the right to request that information about them or their child is deleted, however I must firstly consider whether this information is required as evidence of my statutory obligations as a childcare provider. Safeguarding information must be retained until a child is 21 years and 3 months old. How I delete information that is not necessary or no longer required should be detailed
 - 4.5 the right to restrict processing; if there is concern that the data collected is not accurate, parents and families have the right to restrict the processing of this data until it has been verified. Parents can also request that I retain information as evidence whilst pursuing a legal claim but that the information is not processed in any other way.
 - 4.6 the right to data portability; I must consider common methods to share or allow parents and families to view and access information
 - 4.7 the right to object; parents can object to information being used for certain purposes, for example using photographs or personal information about their child in newsletters, on marketing material or including their personal data in a public childcare survey. Parents and families also have the right to object to the methods you use to collect, process and store their data
 - 4.8 the right not to be subject to automated decision-making including profiling; this right will not apply to the majority of childcare providers however is useful to know as all the other rights of the GDPR have been listed. It refers to automated techniques that are used to track and collate information about individuals. The use of cookies on websites is an example of this as they can be used to monitor how users interact.
5. Ensuring that **subject access requests** are properly dealt with. Responding to requests from parents and families to view the information I hold about them.



General Data Protection Regulation

5.1 Requests must be responded to within one month and information should be provided using 'reasonable means'. I will do this in paper form or in a commonly used electronic format, for example PDF files or word documents.

5.2 If the request has been made electronically. I will always verify the identity of the person making the request, using 'reasonable means' before sharing any information to ensure that the request is genuine. Requests can be made years after caring for your child.

5.3 Information requests should normally be free of charge although the GDPR states that I can ask for a 'reasonable fee' if for example the request for information is excessive, or if you are being asked to provide multiple copies.

5.4 I will have an organised system in place (ie: Information Asset Register) so that I can quickly locate all information stored for each child if a request is ever made. I will also keep a record of any requests (ie: a Subject Access Request Record) to evidence how I responded, what information was provided, in what format and when.

6. Ensuring that I understand and use a **lawful basis** for processing personal data. The GDPR requires me to identify a lawful basis for processing all personal data and to explain this (please see Privacy Notice). In brief this assures all involved that I know why I am required to collect certain information from parents, children and any staff or assistants. There are six available lawful bases for processing:

6.1 Consent - I need to ensure that my reasons for requesting consent are communicated clearly so that parents and carers understand exactly what they are consenting to. GDPR also requires consent to be easily withdrawn at any time. With this in mind, relying on consent as my lawful basis is not advisable because problems may arise if you refuse consent. An example of this could be if you refuse consent for information to be shared with others then this would prevent you from things like claiming early years funding from the local authority, communicating support needs with appropriate professionals, or enrolling children in local playgroups.

6.2 Contracts - remember contracts can only be a lawful basis for processing personal data when the data is necessary for me to fulfil contractual obligations, an example of this could be if I provide a home collection or drop off service, parents will need to have provided their address in order to do this. I can therefore only request information under contract if that information is necessary to carry out an obligation. I cannot ask for characteristic information such as religion or ethnicity under contract as this information is not required in order to fulfil my duty as a childcare provider. Contract does not cover 'Special Category' data.

6.3 Legal Obligation - in order to comply with statutory obligations as a childcare provider it is necessary to obtain and process certain information. Using this basis offers protection for processing information as unless you as a parent provides certain details, I will not be able to provide care for your child due to not being able to meet statutory requirements. In addition, processing information under this basis means that parent's and families do not have the 'right to erasure' as information cannot be deleted whilst it



General Data Protection Regulation

is still being used to fulfil a statutory obligation. Using legal obligation as my legal basis also allows me to process special category data. An example of special category data includes details about health because it is important that I know to meet specific care requirements.

6.4 Vital Interests - if I require information in order to protect someone's life then I can use vital interests as a lawful basis. An example includes if I provide care for a child with a medical condition, further information about this will be vital to be able to meet their needs and respond appropriately in an emergency.

6.5 Public Task - this basis is not applicable as is most relevant to government departments, public authorities or companies who administer information or carry out tasks in the public interest's.

6.6 Legitimate Interests - I can collect and process information using this basis if I have a 'legitimate reason' but I must be able to justify it and give an explanation (please see privacy notice). I must also be able to prove that I would not be able to achieve what I have to without the requested data. If using legitimate interests as my lawful basis for processing children's data, I must take extra precautions to ensure their interests are protected.

"As a childcare provider you are likely to find that more than one basis applies, for example you are legally obliged to collect and process information relating to safeguarding issues however when providing care for a child with a medical condition, processing vital interest data may be priority. Processing special category information could also enable you to meet specific care requirements and allow you to consider and respect the religious or cultural beliefs of families. It is important that you take the time to consider the reasons why you collect and process data and select the most appropriate lawful basis (or bases). You must document your lawful basis for processing data in your privacy notice".

7. Ensuring that **consent** is requested, recorded and managed. The GDPR stipulates that consent requests must be clear, concise and easy to understand in order to give people genuine control over how their data is used. Pre-ticked opt in boxes or any other method of default consent cannot be used as these are not indications of valid consent for individual activities or circumstances I will ask for a yes/no answer in one consent form to avoid repetition of other data and will ensure I manage the results appropriately. You also have the right to withdraw consent at any time but this may mean I cannot carry out my legal obligations.

8. Ensuring that I have adequate systems in place for **processing children's data**. I will ensure that I will obtain parental or guardian consent for the processing their children's information and take 'reasonable steps' to verify parental responsibility where information and consent has been given on behalf of a child. Subject to parliamentary approval, children aged 13 will be able to give their own consent for data to be processed. If I provide care for older children I must take additional steps to consider whether all data processing information, policies and procedures are provided in a language that is age appropriate and understandable, otherwise the consent is not 'informed' and is therefore invalid.



General Data Protection Regulation

9. Ensuring that **data breaches** do not occur because I have measures in place to check that data is being processed correctly. In the event of a data breach, I will carry out a thorough investigation to establish what has gone wrong and assess the impact. If the impact of a data breach is likely to result in a risk to people's rights and freedoms then it will be reported to the ICO within 72 hours. The individuals concerned will also be informed of investigation procedures. An example could include a loss of confidentiality, discrimination, damage to reputation, financial loss.

10. **Data Protection by Design and Data Protection Impact Assessments** is not applicable as it concerns situations where the processing of data is likely to result in a high risk to individuals.

11. Ensure that I take full accountability for GDPR compliance as a childcare provider to **protect data**.

12. *International - this step is not applicable as it concerns organisations that operate in more than one EU member state.*

In order to meet the requirements above I must obtain parents and/or carers consent to collect, store and share data appropriately.

If you do not give permission I am unable to do my job as a childcare provider.

Consent forms are in section 3 of 3 of this welcome pack, however, if you have any concerns if you think I am in breach of the GDPR then please discuss this with me. **In relation to the attached document/s –**

- **What data is processed?** – Information about the child and emergency contact details.
- **Data refers to** – personal information about the child; emergency contact details from parents; emergency contact details from family members / friends (legal basis - consent).
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is 'legal obligation' because it is required by the statutory framework (EYFS).
Family and friends contact details is covered by the legal basis of 'consent' and vital interests - *for example, to effectively care for the child and ensure emergency services can take over care of the child if you are injured. You will need to collect information about the child's religion (if it is important to parents) and medical history; you will also need contact details for people who can collect the child if parents are unavailable.*
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – see Information Guide 'Retention Periods for Documentation' from Childcare.co.uk.
- **Data destruction** – after the required length of time, the document/s will be shredded.



Working in Partnership, Confidentiality and Privacy, Information Sharing Policy

Statutory Framework for the Early Years Foundation Stage 2.5, 3.68, 3.69, 3.70, 3.71, 3.72

Working in Partnership

I will be open and honest at all times from the onset and meet the EYFS by ensuring that parents/carers

- have all of the information needed to make an informed decision about using my service in the form of policies, verbal communication and by visiting me prior to taking up my services
- understand all communications, especially when their first language is not English
- with disabilities or learning difficulties will be assisted in every way possible to become equally involved
- complete all the necessary agreements and consents
- are be fully informed of their child's activities and progress whilst a child is in my care
- feel that my setting is always an open and welcoming space regardless of class, status, race, sex, age and cultural and religious background as reflected in my Equal Opportunities Policy
- are encouraged to share any information regarding their child from any other setting and vice versa so that will be beneficial to their child's welfare and development.

Confidentiality and Privacy

I am legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. Other information that I collect may not be a legal requirement but will help me to do my job as your childminder to the best of my abilities at all times. It is now a legal requirement for insurance purposes that I retain information until your child is 21 yrs and 3 months, you also have the right to withdraw consent but only where the legal requirement does not exceed the withdrawal. My legal basis as per the GDPR includes needing consent, contracts and that I have a legal obligation to record this information. Vital interests relate to my child protection policy and at times legitimate interests may apply.

Information I will need to process includes:

personal details, family details, life style and social circumstances, financial details, GP contact details, inoculation details, allergy details and digital photographs.

Sensitive Information in terms of data protection includes:

I also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details.

- I am registered with the Information Commissioner's Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR)
- All information is kept securely and treated in confidence, I have a locked cabinet



Working in Partnership, Confidentiality and Privacy, Information Sharing Policy

- the confidential information I have on file will only be shared if you give permission or in the event of a child protection issue but without your permission I am unable to meet legal requirements
- I will only share information about your child with you or any other childcare facility that you use,, other professionals working with your child, or with the police, social services, local or central government including Ofsted
- Where you do use another setting, we need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between settings. It will also keep you informed about anything you need to know that you weren't there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information I learn to you.
- You have a right to access any of the information that I hold on you or your child at any time
- I will keep a learning journal and or diary where relevant
- When your child leaves my setting I will only store information on you or your child for as long as is necessary. Anything I don't need to keep I will delete from my computer or shred. I may hold onto some photographs for my own personal use in albums or displayed in my house. Your child's learning journey will be sent home with you on your last day.

If you have any complaints with the way you feel I have handled any of your personal data, please speak to me in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioners Officer (ICO) if you feel I have not resolved the complaint to your satisfaction

Information Sharing Policy

As a childcare provider my responsibilities are broken down into 3 areas for which it is necessary to share information;

1. Learning and development of each child which requires obvious logging of observations, reviews and sharing of these.
2. Assessment of every working practice and the children
3. Safety and welfare

I will meet the EYFS requirements by:

- Only collecting and sharing data I require to legally do my job as a childcare provider.
- Communicate clearly what data is collected, how it is processed, for what purpose, and with whom information may be shared. This should be summarised within each policy attached.
- Developing a professional relationship with all parents and/or carers; treating information shared with me as confidential unless this compromises safety or welfare



Working in Partnership, Confidentiality and Privacy, Information Sharing

- Communicate with child protection services should I have a cause of concern of a child's welfare in which case I will be required by law to disclose sensitive and confidential information to appropriate agencies.
- Appropriately storing confidential, personal/sensitive data such as contracts, parental NI number, parent personal information, child records and medical treatment. I will file paper documents in a locked file box and any information saved on a computer or other electronic device (e.g. electronic forms, emails, photographs, videos, etc) will be secured with a password and virus protection.
- Holding confidential information and records about children and assistants in a secure place; and only be accessible and available to those who have a right or professional need to see them.
- Ensuring that any assistants understand the need to protect privacy and the legal requirements relating to children.
- Regularly observe, record and assess the children's learning and development. (Please see Learning & Development Policy and Procedure)
- Enable a regular two-way flow of information with parents and/or carers, and with other early years providers and professionals (Health Visitor or Community Nursery Nurse) to share progress observations/checks where necessary.
- Communicate with parents and other professionals should I have a cause for concern about a child's learning and development.
- Ensure any digital device such as mobile phone, ipad, computer has restricted access and is protected by the use of a password or pin number.
- Enable Parents and/or carers to inspect all records about their child at any time, provided that no relevant exemptions apply.
- Regularly assess that the information held is necessary.
- Obtain parents and/or carers consent to share information directly with other relevant professionals for example: Health Visitor, Early Years Team, other childcare providers. (Please refer to my working in partnership with parent's policy).



Child Protection Policy

3.4, 3.6

Early Years Providers are responsible for ensuring the safety and welfare of all the children in their care. Every child has the right to be protected and grow up in a caring environment.

If there is any reason to believe a child has suffered abuse I am required by law to record and monitor and report any concerns that I see or have been told about by the child. Abuse includes

1. Physical Injury – being hit, kicked or punched
2. Physical Neglect – not being properly fed/clothed or poor hygiene
3. Sexual Abuse – inappropriate sexual behaviour, language or assault
4. Emotional Abuse – constantly criticised, ignored or humiliated

I will meet the EYFS by

- In the case of an extreme emergency, I will leave your child with a responsible adult, myself or this nominated adult will phone you to come and collect your child immediately.
- asking that you inform me when you drop your child off if there has been any accident at home, resulting in bad bruising/cuts, so I am aware of it and can record it. This is so I know how and where the injury happened and is required to be able to appropriately care for your child but is also to protect us all
- unless I believe that it would put the child at risk of further harm, I will discuss concerns with a child's parent if I notice significant changes in a child's behaviour, bruising or marks not consistent with a reported accident, any comments made by a child which give me cause for concern, signs of neglect.
- Starting a confidential record in the event of any concern, this will include time/date of observations, describing the child's behaviour/appearance, exact words spoken by the child, my name & signature as the person recording this information. This information will be kept confidential and only shared with professionals such as Social Services, etc to aid investigation of any suspicions. The welfare of a child is of paramount importance and at such times would appreciate your full co-operation.
- I will monitor any logs of concerns periodically to ensure that concerns are not forgotten and have been correctly dealt with
- I follow the procedures outlined in my confidentiality policy.
- I work together with parents to make sure the care of their child is consistent – please refer to my Working in Partnership with Parents policy
- Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password will be used to confirm identity if the person collecting the child is not previously known to me
- I will keep up to date with child protection training and relevant legislation

If a child tells me that they or another child is being abused I will:



Child Protection Policy

- Show that I have heard what they are saying, and that I take their allegations seriously.
- Encourage the child to talk, but I will not prompt them or ask them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
- Record what I have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.
- I will call the local social services' duty desk for advice and an assessment of the situation.
- I will follow this phone call up with a letter to the Duty team within 48 hours. I will record the concern and all contact with Children's Services thereafter.

Non-Mobile Children

Alongside the previous policy, it should be noted that it is rare to see accidental bruising or other injuries such as fractures, burns or head injuries on non-independently mobile children and infants and should therefore always warrant further investigation as this might suggest they have been subjected to abuse and I am required by law to refer all cases of suspicious injuries to my local safeguarding team for investigation.

Recording of injuries will be made as with all concerns but note that where there is cause for concern or in situations of suspected abuse, a parent signature is not required and reports are forwarded to the relevant authorities immediately.

A **mobile child** is one who can crawl, pull to stand, "cruise" around furniture, or is toddling/ beginning to walk.

A **non-mobile child** is one who is not yet able to do any of the above or is unable to move (e.g. due to a disability) Babies who can roll are classed as non-mobile.

If an allegation is made against me, any member of my family or any other adult or child in my setting I will report it to Ofsted and social services. I will also contact my insurer for advice and support.

It is not my responsibility to attempt to investigate any concern/situation myself. I must have a Data Sharing Agreement.

**Social Services / Social Care/ now known as Integrated Front House-formerly MASH 01403
229900- Emergency 033022 26664 or 07711769657.**



Emergency Planning

I am required to share an **Emergency Plan** (this does not need to be in writing to comply with the EYFS) but it is important that I reassure YOU that I can manage emergencies and that you know what I will do with your child in an emergency situation that safeguards ALL children in my care and protects them as much as is possible from adult information.

Whilst I cannot cover every eventuality I will assure you that I am capable of managing emergency situations and protect your child. An emergency could be of your child, my own or myself where you are needed to be informed and collect your child.

In addition to the Child Record Form, I also require

- Emergency contact details in case you are unable to collect your child
- Your wishes for your child's care in an emergency if you cannot be contacted
- Child's religion – if relevant in case of an emergency.

Emergency Contact Form and GDPR – reasons for processing data - It is not a requirement of the EYFS or Childcare Register to have an Emergency Contact form but it is important and in the child's best interest to hold this information about them. *For this reason, the legal basis for collecting emergency contact details is 'vital interest' – if you have an accident and I am unable to speak for the child it is in their vital interest that Emergency Services know who they are, where they live, how to contact YOU and / or emergency contacts, what they need in terms of medication etc.*

Emergency contacts and GDPR – To comply with GDPR, YOU are asked to tick – yes " no " to confirm that the emergency contact details shared with you are done so with the consent of the emergency contact

Storage of emergency contacts - I store one copy of the Child Record Form in your child's confidential folder and inform YOU that other details are stored on my mobile phone/are carried with me on outings in my bag so it can be accessed by Emergency Services. **Note** - if YOU do not have anyone who can collect your child in an emergency I am required to contact Social Services / Social Care/ now known as Integrated Front House-formerly MASH 01403 229900- Emergency 033022 26664 or 07711769657.

Using photos

If I include the child's photo on the Emergency Contact Form or on cards that I take on outings, then I need written parental permission as part of my photo permissions. If I do not include the child's photo, I will need another way for Emergency Services to identify the child if I am unable to speak for them.

Updating documents - documents must be updated regularly. Please also ensure you notify me of any changes.

Document retention - When a child leaves my setting, I must retain the information for 'a reasonable period of time' to comply with the EYFS.



Emergency Planning-My Emergency Plan

My plan is simple

I will respond accordingly as is necessary.

Each situation will be different and I can only assure you verbally after our conversations about a few recent examples of how I have acted in an emergency situation that I will not put in writing here.

I will use a combination of your emergency contacts and mine as is needed.

MY emergency contacts will include anyone in my house aged over 16 who has been DBS checked.

Last resorts may include calling in on one parent in attendance or other family members.

This may appear to be a wobbly plan but it is because each day/time or scenario will present with a different option or challenge and speed may be necessary, but I hope this assures you that matters will be dealt with and responded to sensitively and calmly.



Existing Injuries Record

Introduction - *This guidance relates the EYFS requirement to keep children safe and healthy and EYFS requirement 3.6 – ‘Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include Unexplained bruising, marks or signs of possible abuse or neglect...’ etc*

Existing injuries must be recorded, in writing, as soon as they are noticed. The person with parental responsibility for the child, must sign an existing injury record. Examples include; New bruises, Head bumps within the last 24 hours, Visits to hospital or the doctor since I have last seen your child, Stomach upsets or complaints about headaches, Cuts to your child’s skin etc.

Its good practice to contact me before arrival with your child if you know there is an illness or injury so that paperwork is at hand and any necessary changes I will need to make will also be in place. I will record what has happened on my **Accident/Incident & Medication Book** and check emergency contact numbers are up-to-date so someone will come for the child if they are unwell. This will ensure appropriate support to the child is offered during the day if s/he mentions the injury and that relevant urgent medical attention is sought should the child’s condition worsens. It will also ensure that we are aware of any new needs, for risk assessment purposes. For example, a child who suffers a head injury through climbing needs to be risk assessed to ensure we are aware of the new climbing ability/if there has been any reason for that change.

If you fail to tell me about an injury I will still record it as soon as I see it, along with a note about who else was there, what the injury looks like and a written statement that it did not happen while the child was on my premises. If I am concerned about the injury I must inform the relevant authorities. I will contact you to inform you what I have noticed and let them know its been recorded. Depending on the severity I may ask YOU to collect your child and take them to a doctor / hospital. **Note** – the Local Safeguarding Children Board advises that practitioners must not take photographs of a child’s injuries.

If I am collecting your child from another setting they should give me a form to sign and a copy will be put in the child’s file and given to YOU. If I become concerned about the injury or worried your child is seriously injured, I will contact you to collect your child and take them to a doctor. If I am worried the injury is very serious I will ring 999 and follow your emergency procedures.

Note - every existing injury must be recorded on a separate form which, after signing by parents and photocopying for their records, is then placed in their personal file and retained until the child is 21 years and 3 months old for insurance purposes.

Informing others

In the event that we consider injuries might follow a pattern or suggest the child is at risk from abuse, we will ask advice from Social Services / Social Care/ now known as Integrated Front House-formerly MASH 01403 229900- Emergency 033022 26664 or 07711769657. We may also need to inform Ofsted – 0300 123 1231 and our Insurance Company.

Retaining paperwork



Existing Injuries Record

We are required for insurance purposes to retain paperwork related to injuries until the child is 21 years and 3 months old in case of queries in the future. We will keep paperwork as secure as possible during this time. We are registered with the Information Commissioner's Office - www.ico.gov.uk - as a data handler and follow their good practice document storage procedures.



Accident and Incident Policy and Procedure

An accident is when an injury is unavoidable, an incident is where a child has been restrained or controlled. The safety of your child is paramount and every measure is taken to ensure they are protected from hurting themselves or being harmed by others by regularly risk assessing, however accidents and incidents still will happen.

In the event of an accident or incident I will comfort the child and assess the situation to decide if emergency treatment is needed.

- The extent of the injuries will be assessed and reviewed where needed and if needed, medical assistance will be called for
- I will use necessary first aid procedures
- I will contact you to inform you of the accident and if necessary to ask you to collect your child from the setting or to meet me at the hospital
- I will ask that you keep me informed regarding your child's condition and if you have sought additional medical advice or care.

I will also meet the EYFS by:

1. Holding a valid paediatric first aid qualification that is updated every 3 years
2. Having a first aid kit as advised by the trainer above
3. Ensuring I obtain written parental permission to seek necessary emergency medical advice
4. Logging any existing injuries to highlight any child protection issues if a child is arriving with frequent injuries that have not been explained clearly, at which point my child protection procedure will be followed. It also avoids me being questioned over a child being injured whilst in your care if I have evidence that the injury was already present.
5. All accidents or incidents that occur during my care will be logged along with details of immediate follow up, any first aid treatment given and action taken to prevent such an incident occurring again. e.g. lost child, falls, bumps, bruises as well as serious injury whilst in my care in my **Accident/Incident & Medication Book**
6. Incidents where I have had to restrain or control a child will also be recorded in the same way
7. Parents should sign all logs in the accident / incident book. Notes of discussions should also be recorded and kept alongside the accident / incident log, in the child's individual records or in the child's contact diary
8. You will receive a copy of the log
9. If the incident requires any medical treatment I will inform Ofsted about any significant events within 14 days, seek advice from my insurance company and
10. if any serious reportable accidents or injuries / death of a child whilst in my care occur I will act on any advice given from insurers, Ofsted or Health & Safety Executive

In completely unforeseeable situations of I may have no choice but to leave your child with another responsible person such as a childminder or family member who has been DBS checked.



Incident Record

Introduction - The EYFS does not specifically state that childminders must record incidents. It refers to incidents in **requirement 3.49**. *Registered providers must notify Ofsted or the childminder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.*

And in **requirement 3.51** – *‘Registered providers must notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.’*

The EYFS also states a general duty of care to ensure anything of concern involving children is reported to parents and the relevant notifying authority.

Early Years Inspection handbook (Sept 2015) - include some NEW recording requirements 35. *Inspectors should tell the provider that the relevant documentation and information they are likely to need access to includes:*

- *all logs that record accidents**, exclusions, children taken off roll and incidents of poor behaviour*
- *all logs of incidents of discrimination including racist incidents.*

I will record all incidents in my **Accident/Incident & Medication Book** in detail, and YOU will be informed about what has happened when you collect your child – or during the day if it is a serious incident.

Examples of the types of incident that may be recorded include

- Children witnessing a car accident or violent altercation on an outing, be aware that they may need support to deal with the aftermath of an incident or to manage the strong emotions that led to the incident occurring in the first place. Incident forms may be used to show a pattern of events that may mean we have to review our practice or routines.
- An incident report for a child who has bitten another child or damaged property
- Theft from the premises
- An incidence of bullying or if children have been fighting
- Near miss incidents which lead to you making changes to your risk assessments and informing parents about something that has nearly happened
- Information given to you by a child’s key worker at another setting about an incident there
- Information given to you by a child’s parents about something that has happened at home

To comply with the Early Years Inspection handbook I will record incidents relating to –

- Exclusions
- Children taken off roll – children who have been asked to leave your provision
- Poor behaviour eg children fighting or bullying
- Discrimination including racist comments or behaviour.
- If a child says something that concerns me but is not a safeguarding concern.

I have an Accident/Incident & Medication Book and you will receive a copy, the other will be kept in the book.

Serious incidents may need to be reported to Ofsted and parents as I must record and report any significant event in my home or care setting. You can also contact Ofsted at any time enquiries@ofsted.gov.uk.



Incident Record

Note - if it is a safeguarding incident, I must also report the incident to Social Services / Social Care/ now known as Integrated Front House-formerly MASH 01403 229900- Emergency 033022 26664 or 07711769657. as soon as possible and practical. I must not take photographs of a child's injuries.

GDPR and Incident Recording

- **What data is processed?** – Information about incidents involving children.
- **Data refers to** – personal child details; family details and signature; other setting details where relevant; staff signature.
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is 'legal obligation' because it is required by the statutory framework.
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – Non serious and serious incidents – the record should be kept until the child is 21 years 3 months old to comply with the Limitation Act 1980 And for insurance purposes. The Local Safeguarding Children Board might advise that safeguarding incidents must be retained until the child is 25 years old. Incidents that become or uncover a child protection issue should be kept following Local Authority advice – they might be handed over to the child's next setting. Incidents that may become an industrial disease must be retained for 40 years after the child/adult leaves the provision (such as an incident where a child comes into contact with asbestos).
- **Data destruction** – after the required length of time, the document/s will be shredded.



Physical Intervention Record

EYFS requirement 3.52 states, 'Providers are responsible for managing children's behaviour in an appropriate way. Providers must not give corporal punishment to a child. Providers must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. Any early years provider who fails to meet these requirements commits an offence.

A person will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention (physical intervention is where practitioners use reasonable force to prevent children from injuring themselves or others or damaging property) was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary.'

*Physical intervention is where practitioners use reasonable force to prevent children from injuring themselves or others or damaging property. Providers, **including childminders**, must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.*

Note – we must not take photographs of a child's injuries.

If physical intervention is used I will record what has happened and share a copy of the information with you. I will ask you to sign it on the same day or as quickly as possible after the event. This will help us to show evidence to Ofsted that you are aware of what has happened. A separate form will be used for each intervention.

Physical intervention might include, for example -

- Stopping a child from hurting themselves ie; Hold them to stop them hurting themselves during a violent tantrum or Pull their hood to stop them running into the road
- Stopping a child from hurting another child ie; Catch hold of their hand to stop them biting or hitting another child
- Stopping a child from damaging property
- Managing a child's behaviour if other interventions (the positive behaviour management techniques used in the provision) have failed to support the child's needs

Supporting children & families

Steps to protect children will be considered to avoid some of the above scenarios, but sometimes, children can behave out of character so not all eventualities are covered at all times; examples may include

- Using reins if a child has a history of running into roads (with you or parents)
- Work with parents to develop strategies to support children who bite or hit
- If children have violent tantrums, work with parents, HV to lessen the impact.
- Cut up food carefully and do not leave them unattended when eating or during messy play so children do not choke
- Reflect on the behaviour management strategies used to support children to ensure they are calm and relaxed in my care. Encourage using the same techniques at home.

GDPR and Physical Intervention Recording

- **What data is processed?** – Physical intervention details.
- **Data refers to** – personal details about the child; parent signature; staff signature.
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is 'legal obligation' because it is required by the statutory framework.



Physical Intervention Record

- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – after signing by parents and photocopying for their records, is then placed in their personal file
- **Data retention** – and retained until the child is 21 years and 3 months old for insurance purposes
- **Data destruction** – after the required length of time, the document/s will be shredded.



Illness & Infection Record

EYFS requirement 3.51 states – ‘Registered providers must notify Ofsted or the childminder agency with which they are registered of any serious accident, **illness** or injury to, or death of, any child while in their care, and of the action taken.’

Note: it is a requirement of the Childcare Register for early years providers to have a written Health and Safety Policy. As part of this policy you should consider your procedures for protecting children against illness and what you do if a child falls ill while in your care.

Some illnesses have exclusion periods that must also be abided by, examples include chicken pox, impetigo etc. There is some information from Health Protection England about exclusion times (updated March 2020).

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

We are not doctors – we cannot diagnose children and we cannot look after them if they are too ill to join in the normal daily routine, if children cannot join in with the day-to-day routine then they should be at home. Please avoid putting me in the awkward position of having to make doorstep decisions especially now we have more stringent guidelines around Coronavirus that we must ALL implement to keep everyone safe from spread of the potentially deadly virus.

I will contact YOU should I become concerned about the child to ‘warn’ you they may need collecting; if the child has a high temperature or a new continuous cough I must contact YOU immediately (these are symptoms of coronavirus). If you cannot be contacted then I will refer to the emergency contacts.

To protect myself against complaints and to ensure a good paper trail is in place for possible infection control investigations, each illness should be recorded on a separate form which, after signing by parents and photocopying for their records, will be held in the child’s personal file.

Coronavirus (COVID-19)-note the guidance is forever changing and so I will keep up to date and take advice when needed.

The instructions set out below are based on the government's guidance and public health legislation as at 12/9/2020. If your child displays any of the three main symptoms set out below they and any siblings must be isolated either until they have a test result or for 14 days.

The most important symptoms of coronavirus (COVID-19) are the recent onset of any of the following:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

There is also a wider set of symptoms that may be related to COVID-19, which are set out below. If your child displays any of these symptoms please contact NHS 111 for advice before sending them to school.

Signs or symptoms of COVID-19 in children can include: Fatigue Headache Myalgia (muscle pain) Nasal congestion or rhinorrhea Sore throat

To protect from transmission of the virus, I will

- Implement strict hand washing routines and use anti bacterial sprays when needed ie:if soap and water are not available. On entering the home all will be asked to wash their hands and this will be repeated throughout a change of play.



Illness & Infection Record

- Ensure resources, equipment, premises etc are cleaned and sterilised regularly.
- Protect children and family members, where possible, from the virus.
- Implement strict procedures to protect children and parents including, for example, doorstep drop offs and collections.
- Follow latest Government guidance relating to social distancing, exclusion periods, use of personal protective equipment (PPE) etc at all times.
- In the event of a child showing signs then they will be immediately isolated until they can be collected.
- In the event of myself exhibiting symptoms then I will immediately contact YOU to collect your child and distance/isolate myself as safely as possible so I can still supervise children.

Childcare cannot resume until those with symptoms receive a negative Covid test or have isolated for the advised time.

Any other Illness

I will ensure any ill child as comfortable as possible and feels secure and cared for while waiting for you to arrive. They will be removed from the play area where possible to protect them and other children.

I will follow these procedures after contacting YOU:

- record the date and time and name / date of birth of the ill child, where the illness was noted eg inside, outside, on an outing etc and will continue to monitor the condition while until you or emergency contacts to arrive;
- note the child's condition - including information about symptoms and what the child is doing or saying;
- If needed I will utilise Emergency Medication, permission would have previously been granted although I will make every attempt to contact you incase of any change;
- If I feel it is necessary to collect your child I will record the time of 1st attempt to contact you. If we cannot contact you after 2 attempts within 10 minutes I will try to ring your child's emergency contacts, again recording times;
- note any further action taken to support your child such as contacting the doctor / emergency services / NHS Direct for advice. Please note that if we are advised by medical personnel to give your child medication we will ask you to sign on your arrival.
- The time of collection will be recorded. We ask you to come for you child quickly to prevent further distress.

If you are likely to be in unusual places during the day, you need to keep us informed so we can contact you at all times. Note that we cannot administer medication without written permission - so if children arrive with medication we need to know when it was last taken, how much and the condition of your child before you leave for work. I supply a form for you to keep so you can complete at a time that it is needed.

GDPR and Illness/Infection Control

- **What data is processed?** – information about child's illness in the setting or elsewhere.
- **Data refers to** – personal child details; family details and signature; other setting details; staff signature.
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is 'legitimate interests' because it is required to support the child's health and safety.
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – Records should be retained for 'a reasonable period of time' for Ofsted purposes/until your child is 21 years 3 months old.
- **Data destruction** – after the required length of time, the document/s will be shredded.



Administering Medicines Policy and Procedure

Statutory Framework for the Early Years Foundation Stage 3.4.4

To meet the requirements of the Early Years Foundation Stage and the Childcare Register, I must ensure that the individual needs and good health of the child is promoted; this includes administering medication when asked by parents and/or carers if there is an accepted health reason to do so, (written consent is needed), I must have a policy for doing this and keep records of administering any medication.

To meet the requirements of the Early Years Foundation Stage and the Childcare Register I will:

- Be responsible for administering any medication whilst the child is in my care.
- Store medication in accordance with product instructions and ensure that children will not be able to access it.
- Obtain prior written permission from the adult with parental responsibility, for each and every medicine to be administered before any medication can be given.
- Record any medication/treatment given in the 'Medication Record Book', detailing:
 - The date, time and dosage administered
 - The name of the medication or a full description of the treatment/therapy and the reason why it is required
 - signature of parental permission given prior to the medication/treatment
 - My signature as the person who has administered the medication/treatment
- Require parents and/or carers to let me know the date and time that the medication or treatment was last administered and I will record this information and ask parents to sign confirming the details. This is to avoid over-dosing

Written permission is always a necessity, with that I can administer

- medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed for by a doctor, dentist, or appropriately qualified pharmacist or nurse
- over-the-counter medication such as pain and fever relief or teething gel

However I will

- Contact parents and/or carers before administering pain relief to describe the symptoms and check that parents and/or carers agree for named pain relief to be given at the time
- Not administer medicines containing aspirin unless a doctor has prescribed that medicine for your child
- Require a health care plan for children with long term health care needs which has been agreed and signed by parents and any other professional supporting the child.
- Access specialist training/information and advice from a qualified health professional (usually from the health professional involved with the child), if long term care is needed or something like injections are required to be administered.



Administering Medicines Policy and Procedure

Statutory Framework for the Early Years Foundation Stage 3.4.4

- Always adhere to the recommended dosage for all medication

Sick Child Policy

I appreciate that as a working parent you need to be able to go to work, however if your child is unwell then in some instances they will be better cared for in their own home with their parents.

I am happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a high temperature as I must also consider the welfare of the other children in my care.

If your child has had diarrhoea or sickness in the last 48hours please do not bring them in, but call and let me know.

If your child becomes ill whilst in my care, I will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. I will contact you and continue to care for your child until you arrive.

- If a child is suffering from a notifiable disease (as identified by Public Health Infectious Diseases Regulations 1988) I will inform Ofsted and the Health and Safety Executive. I will then act on any advice.

Sun Protection Policy

Please help me to protect our child from the sun.

- In case of allergies, I will need you to provide me with a high factor Sun Cream that is suitable for your child, please label this and let me know where it is
- Sun hat (preferably a legionnaire's to protect the neck)
- A thin top, cardigan or t-shirt that has long sleeves can be helpful as I prefer to keep children covered as well as possible, whilst considering how hot it is
- I will ensure that your child uses the sun cream that you have provided and wears the hat. I will also avoid spending prolonged periods of time outdoors during the hottest part of the day or protect your child by finding shady areas.
- I will encourage your child to drink water regularly to prevent dehydration
- I will require you to sign a form giving me permission to apply the sun cream that you have provided
- If you forget to supply me with sun cream I will also need a signature to use my own
- Please protect your child with sun cream before they arrive and then I will periodically re-apply

GDPR and Administering Medication

- **What data is processed?** – Details about children's needs see the forms.
- **Data refers to** – child and staff signature; parent signature.



Administering Medicines Policy and Procedure

Statutory Framework for the Early Years Foundation Stage 3.4.4

- **Lawful / legal basis for recording the data** – the legal basis for processing this data is ‘legal obligation’ because it is required by the statutory framework. the lawful basis for recording the data is ‘legal obligation’ relating to the Early Years Foundation Stage (EYFS, 2017) and the Childcare Register (2019).
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – data will be retained until the child is 21 years and 3 months old to comply with the Limitation Act (1980).
- **Data destruction** – after the required length of time, the document/s will be shredded.



Food Allergies/Menu Planning

EYFS requirement 3.47 states, 'Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water must be available and accessible at all times. Providers must record and act on information from parents and carers about a child's dietary needs.'

3.48. There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary including suitable sterilisation equipment for babies' food. Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.

3.49. Registered providers must notify Ofsted or the childminder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.'

3.73. Providers must make the following information available to parents and/or carers:

- Food and drinks provided for children.

It is not requirement to do food hygiene training but when initially re-registering I did take this course. To demonstrate my commitment to continued professional development I will update this as much as possible.

I do not display your menu but for younger children I would write what your child has eaten in a contact book.

There is now an EU requirement to be able to inform parents, if asked about the allergens in their child's food.

I have access to update food allergy awareness training and display an allergen reminder sheet in my kitchen and am aware to follow strict measure should a child in my care have a food allergy.



Food Allergies/Menu Planning

The 14 ALLERGENS include

1. **Celery** - This includes the celery stalks, leaves, seeds and the root. Usually found in celery salt, salads, some meat products, soups and stock cubes.
2. **Crustaceans**-Crabs, lobster, prawns and scampi . Shrimp paste is an allergen in this category that is commonly used in Thai and South-east Asian cooking. There are many more.
3. **Cereals containing Gluten** - Wheat, rye, barley and oats are often found in foods containing flour, some baking powder, batter, breadcrumbs, cakes, couscous, meat products, pasta, pastry, sauces, soups and some fried food.
4. **Eggs** - Eggs are found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries. Some food products are glazed with eggs during cooking.
5. **Fish** - You may find fish sauces in pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.-Anchovies, Bass, Catfish, Cod, Flounder, Grouper, Haddock, Hake, Halibut, Herring, Mahi Mahi, Perch, Pike, Pollock, Salmon, Scrod, Swordfish, Sole, Snapper, Tilapia, Trout, Tuna
6. **Lupin** - Lupin is a flower, but it is also sometimes found in flour and is sometimes used in bread, pastries and pasta.
7. **Milk** - Milk is found in dairy products such as butter, cheese, cream, milk powders and yoghurt. Some foods are also glazed with milk during cooking. It's also commonly found in powdered soups and sauces.
8. **Molluscs** - Includes mussels, land snails, squid and whelks, but can also be found in oyster sauce, which is commonly used in fish stews for example.
9. **Mustard** - This includes Mustard in the form of powder, liquid and seeds. This ingredient is used in breads, curries, marinades, meat products, salad dressings, sauces and soups.
10. **Nuts** - Nuts (excluding Peanuts) refers to nuts that are grown on trees; unlike peanuts, which are grown underground. This includes cashew nuts, almonds and hazelnuts.
11. **Peanuts** - Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces, groundnut oil and peanut flour. Ground Nuts, Beer nuts, Monkey nuts, Nut meat, Arachis oil, Kernels, Peanut protein, Arachic oil, Arachis, Arachis hypogaea, Artificial nuts, Beer nuts, Boiled peanuts, Cold pressed, Extruded or expelled peanut oil, Crushed nuts, Crushed peanuts, Earth nuts, Goober peas, Ground nuts, Ground peanuts, Hydrolyzed peanut protein, Mandelonas, Mixed nuts, Nut pieces, Nutmeat, Peanut butter, Peanut butter chips, Peanut butter morsels, Peanut flour, Peanut paste, Peanut sauce, Peanut syrup, Virginia peanuts
12. **Sulphites** - This is an ingredient often used in dried fruits and in some meat products, soft drinks, vegetables, wine and beer. Asthmatics have a higher risk of developing an allergy to sulphites.
13. **Sesame seeds** - These are found commonly in bread, usually sprinkled on buns such as hamburger buns, bread sticks, houmous, sesame oil and tahini.
14. **Soya** - Soya is a staple ingredient in oriental food. Found sometimes in bean curd, edamame beans, miso pates, textured soya protein, soya flour or tofu, . It can be found in desserts, ice



Informing Ofsted about Changes or Significant Events

EYFS requirement 3.77 states, 'All registered early years providers must notify Ofsted or the childminder agency with which they are registered of:

- Any change in the address of the premises; to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision; or in the persons aged 16 years or older living or working on childminding premises (a person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises when children are there).
- Any proposal to change the hours during which childcare is provided; or to provide overnight care;
- Any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children;

Note – Annex C details the Childcare Register requirements for childminders and other providers caring for children over the age of 5 years.

WHAT to inform Ofsted about – further guidance...

As a general rule, childminders have been advised that they must inform Ofsted about...

- 16 year olds who live in the home
- Allegations of serious harm or abuse to a child – you must follow your safeguarding procedures as given to you by your Local Safeguarding Children Board during your safeguarding training and may also need to inform the Local Safeguarding Children Board, police and other agencies.
- Assistant – if you are planning to take on an assistant.
- Changes to your house – if you are planning, for example, an extension.
- Criminal convictions – relating to you or your family members who live on registered premises.
- Death – of a child while in your care.
- Food poisoning - affecting 2 or more children on the premises.
- Illness and injuries – any serious accident, illness or injury to a child while in your care.
- Interventions by and outcomes of any police, social services or other agency involvement with our own children.
- Medical changes – if, for example, you are diagnosed with a new medical condition or long-term illness or are taking medication which your doctor says might affect your suitability to work with young children.
- Moving house – before you move house, let Ofsted know and complete your risk assessment of the new house before you start work there.
- New family members – if, for example, you ask a new partner to live with you or take in a step-child.
- Notifiable diseases - http://www.opsi.gov.uk/si/si1988/Uksi_19881546_en_1.htm.
- Overnight care – if you are planning to offer overnight care.
- Pregnancy – Ofsted want to know when you stop working to go on maternity leave.
- Problems with parents or neighbours or anyone that might ring or write to Ofsted and make a malicious complaint against you. It won't stop Ofsted coming out if the complaint is related to safeguarding but it will put a note on your records that it's a contract or domestic dispute.



Informing Ofsted about Changes or Significant Events

- Records taken off the premises – if you intend to take records off the premises you must ask permission from Ofsted first.
- Registration fee – if your annual letter asking for payment does not arrive you need to contact Ofsted and let them know.
- Significant changes – this covers a very bit remit! If something happens and you are not sure whether it is 'significant' or not... the best advice is to contact Ofsted and ask them if they want to know.
- Suitability changes – known as 'disqualification by association'. Suitability might include medical changes or criminal convictions or your staff member living with someone who is disqualified from working with children. You must check with Ofsted if you are unsure.
- Visitors - we have clarified that you do not need to inform Ofsted about or request a DBS disclosure for cleaners or any visitors to the provision – as long as they are not left unsupervised with children. In all cases you should do a risk assessment (which does not need to be in writing to comply with the EYFS) to decide whether you need to inform Ofsted about the visitor.

This list is not exhaustive and if I am not sure whether to inform Ofsted or not, I will email and ask. enquiries@ofsted.gov.uk.

In some cases, the EYFS states that we must notify them in advance of an event occurring... or as soon as reasonably practical... or no later than 14 days after the event has occurred. I will also copy you into any such communications or communicate with you directly, but this will be logged.

This website details changes you can inform Ofsted about using an online form - <https://www.gov.uk/register-childminder-childcare-provider/after-youre-registered>

It is my Policy to abide by the lists above and discuss any other changes with Ofsted if I am unclear of whether they should be reported or not.

GDPR and notifying Ofsted of a change

- **What data is processed?** – this would be on an as and when system so please refer to the forms.
- **Data refers to** – child and staff member/s.
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is 'legal obligation' because it is required by the statutory framework.
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – as is reasonable or discussed with Ofsted.
- **Data destruction** – after the required length of time, the document/s will be shredded.



Complaints Procedure

Statutory Framework for the Early Years Foundation Stage 3.74, 3.75

I will meet the EYFS requirements by

- providing consistent high quality childcare and learning opportunities and
- working in partnership with parents and/or carers to meet the needs of all children, will support this; always keeping an open line for good and honest communication.

If parents/carers think I am not meeting the EYFS requirements then you are encouraged to please bring this to my attention as soon as possible and I can make every effort to resolve your concern. This can be done verbally or in writing. On receiving a complaint I must keep a record of any complaints received and the outcome.

- I must record of the source of the complaint, the nature, the EYFS requirement(s) to which it relates, the details of the complaint, the date and time, how the complaint was dealt with, who investigated the complaint, full details of my investigation, details of the information and findings that were given to the person making the complaint, including any action taken.
- Investigate all written complaints notify parents or the complainant of the outcome of the investigation (in writing or by email if requested), within 28 days of having received the complaint.
- Make the record of complaints available to Ofsted on request, to include a summary of complaints made in relation to the requirements during the past 12 months and the action taken as a consequence.
- If requested by Ofsted I must be able to produce a list of complaints made during the previous three years.
- Make available to parents and/or carers details about how to contact Ofsted. I display their leaflet
- Supply a copy of the Ofsted report to parents should the complaint trigger an inspection.
- Have a written statement of procedures to be followed in relation to complaints.
- Ensure that each complaint is fully investigated.
- Keep written records for a period of three years of any complaints; including the outcome of the investigation and the action I took.
- Inform the complainant of the outcome of the complaint.
- You may complain directly to Ofsted if you believe the provider is not meeting the EYFS requirements

OFSTED regional centre.

OFSTED

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Manchester

M2 7LA

Telephone: 0300 123 1231

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Contract Termination Letter

All early years providers are advised to ensure their **Parent / Provider Contract** sets out a clear time-scale for contract termination – this is normally 2 or 4 weeks and usually requested from parents in writing*.

***Note** - it is **not** a requirement of the Early Years Foundation Stage (EYFS) or other legislation to write a Contract Termination letter or to ask for termination of contract in writing from parents. However, it would eliminate issues in case of query in the future.

If I decide to terminate a contract – and it is not covered by immediate termination due to a serious / catastrophic breakdown in our relationship with the child or their family – then I will normally follow the timescale and ‘end of contract’ details set out in our Contract, unless we agree a different timescale.

A termination letter will include what information is retained about your family, for how long, where it is stored and how it is deleted when no longer required. If YOU are unhappy to accept a copy of your Contract Termination letter or to sign it, I must advise YOU verbally about the contents of the letter including the requirements relating to document retention and a copy of the letter confirming our conversation will be held in your child’s file - with a note stating why you were unable to / refused to sign. For your records a copy will be emailed to you.

A note about photos of children in early years provision - if you want to retain photos of children on, for example, a website or blog, a separate permission form must be completed stating what you will do with the photos, where they will be stored, how long they will be retained etc and this must be signed by parents. Parents must be informed that they can withdraw their permission for this data retention at any time.

GDPR and Ending our Contract

- **What data is processed?** – contract termination details; data retention details.
- **Data refers to** – personal child details; family details and signature; staff name and signature.
- **Lawful / legal basis for recording the data** – the legal basis for processing this data is –
 - ‘Legitimate interests’ because it is best practice to finalise contracts;
 - Contractual necessity because data retention information must be shared with parents.
- **Data sharing** – the document may be shared on request with other agencies including Ofsted.
- **Data storage** – the document will be stored securely in paper format.
- **Data retention** – Records should be retained for ‘a reasonable period of time’ for Ofsted purposes/until your child is 21 years 3 months old.
- **Data destruction** – after the required length of time, the document/s will be shredded.

