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## **Introduction**

By becoming a Registered Childminder, I have declared that my service will meet the five outcomes of the Every Child Matters green paper (published in 2003) and the statutory framework for the Early Years Foundation Stage.(published 2007) I am legally obliged to follow these guidelines and those set by the Childcare Act 2006 and local authority approved procedures.

## **Every Child Matters, The National Standards for Under 8's Day Care and Childminding and the Early Years Foundation Stage**

### **Every Child Matters**

The five outcomes of Every Child Matters are universal ambitions for every child and young person, whatever their background or circumstance. The outcomes are as follows:

#### **Be Healthy**

Physically healthy

Mentally and emotionally healthy

Sexually healthy

Healthy Lifestyle

(Links to National Standards 2,4,6,7,8,12 and Annex A)

#### **Stay Safe**

Safe from maltreatment, neglect, violence and sexual exploitation

Safe from accident, injury and death

Safe from bullying and discrimination

Safe from crime and anti social behaviour in and out of school

Have security and stability and are cared for

(Links to Standard 1,2,4,5,6,7,8,11,12 and Annex A)

#### **Enjoy and Achieve**

Be ready for school

Attend and enjoy school

(Links to Standard 9,10,11 and 12)

#### **Make A Positive Contribution**

Be consulted about services for children and young people

Be involved in shaping children's and young peoples services

(Links to Standard 3)

#### **Achieve Economic Well-being**

To live in a household free from low income

## **The National Standards for Under 8's Day Care and Childminding**

The National Standards for Under 8's Day Care and Childminding are a set of outcomes which all providers must achieve. Each standard describes a particular quality outcome and is accompanied by a set of supporting criteria giving information on how that outcome is to be achieved. The National Standards for Under 8's Day Care and Childminding are as follows:

### **Standard 1:**

#### **Suitable Person**

"Adults providing day care, looking after children or having unsupervised access to them are suitable to do so".

(Links to EYFS Welfare Requirement: Suitable People)

### **Standard 2:**

#### **Organisation**

"The registered person meets required adult / child ratios, ensures training and qualification requirements are met and organizes space and resources to meet the children's needs effectively".

(Links to EYFS Welfare Requirement: Suitable People. Organisation)

### **Standard 3:**

#### **Care, Learning and Play**

"The registered person meets children's individual needs and promotes their welfare. They plan and prepare activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities".

(Links to EYFS Learning and Development Requirements)

### **Standard 4:**

#### **Physical Environment**

"The premises are safe, secure and suitable for the purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development".

(Links to EYFS Welfare Requirements: Safeguarding. Organisation. Suitable Premises, Environment and Equipment)

### **Standard 5:**

#### **Equipment**

"Furniture, equipment and toys are provided which are appropriate for their purpose and create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards".

(Links to EYFS Learning and Development Requirements and The Welfare Requirement: Suitable Premises, Environment and Equipment)

**Standard 6:**

**Safety**

"The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to avoid accidents".

(Links to EFYS Welfare Requirement: Safeguarding). Suitable Premises, Environment and Equipment

**Standard 7:**

**Health**

"The registered person promotes the good health of the children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill".

(Links to EFYS Welfare Requirement: Safeguarding. Suitable People. Suitable Premises, Environment and Equipment)

**Standard 8:**

**Food and Drink**

"Children are provided with regular drinks and food in adequate quantities for their needs. Food is properly prepared, nutritious and complies with dietary and religious requirements".

(Links to EFYS Welfare Requirement: Safeguarding)

**Standard 9:**

**Equal Opportunities**

"The registered person and staff actively promote equality of opportunity and anti discriminatory practice for all children".

(Links to EFYS Welfare Requirement: Safeguarding)

**Standard 10:**

**Special Needs**

(including special educational needs and disabilities)

"The registered person is aware that some children may have special needs and is proactive in ensuring that appropriate action is taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting, in partnership with parents and other relevant parties".

(Links to EFYS Welfare Requirement: Safeguarding)

**Standard 11:**

**Behaviour**

"Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way that promotes their welfare and development".

(Links to EFYS Welfare Requirement: Safeguarding)

**Standard 12:**

**Working in Partnership With Parents and Carers**

"The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information is shared".

(Links EFYS Welfare Requirement: Safeguarding)

**Standard 13:**

**Child Protection**

"The registered person complies with the local child protection procedure, approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedure into practice".

(Links to EFYS Safeguarding Requirements)

**Standard 14:**

**Documentation**

"Records, policies and procedures which are required for the efficient and safe management of the provision and to promote the welfare, care and learning of children, are maintained.

Records about individual children are shared with the parents".

(Links to EFYS Welfare Requirements: Safeguarding, Suitable Premises, Environment and Equipment)

**Annex A:**

**Babies and Children Under 2**

"These are additional criteria to be met by childminders who wish to care for babies".

(Links to EFYS Learning and Development Requirements and Welfare Requirements: Safeguarding)

**Annex B:**

**Overnight Care**

"These are additional criteria to be met by childminders who wish to care for children overnight. (N.B If a child is cared for for a continuous period of 28 days or more, s/he is regarded as a foster child and the carer must inform the local social services department)".

(Links to EFYS Welfare Requirements: Safeguarding)

## **The Early Years Foundation Stage**

The overarching aim of the EFYS is to help children achieve the five outcomes of Every Child Matters, by:

- **Setting the standards** for the learning, development and care that young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and no child is left behind;
- **Providing for equality of opportunity** and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or abilities;
- **Creating the framework for partnership working** between parents and professionals and between all the settings that the child attends;
- **Improving equality and consistency** in the early years sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks and providing the basis for the inspection and regulation regime;
- **Laying a secure foundation for future learning** through learning and development that is planned around the individual needs and interests of the child and informed by the use of ongoing observational assessment.

### **The EFYS Learning and Development Requirements**

The Early Learning Goals and Educational Programmes

### **The EFYS Welfare Requirements**

#### **Safeguarding and Promoting Children's Welfare**

Safeguarding

Information and Complaints

Premises and Security

Outings

Equality of Opportunities

Medicines

Illnesses and Injuries

Food and Drink

Smoking

Behaviour Management

#### **Suitable People**

Safe Recruitment

Alcohol/Other Substances

#### **Suitable Premises, Environment and Equipment**

Risk Assessments

Premises

#### **Organisation**

#### **Documentation**

## **Foxholes Childcare Suitable People Policy**

In order to become a Registered Childminder, I have complied with all conditions of registration, including those which a vetting procedure was required, whereby the information I provided was verified by the appropriate sources. As a volunteer Registered Childminder's Assistant, my husband has also complied with these conditions.

The vetting procedures, which include a Criminal Records Bureau check, enable the early years child care inspectors to determine my / my husband's suitability to care for or have regular contact with children.

The CRB check verifies that my husband and I have not been convicted of an offence or been subject to an order which disqualifies me from registration, under regulations made under schedule 9A of the Children's Act 1989.

### **Qualifications**

I have completed all of the local authority approved pre-registration courses, prior to commencing Childminding. The training courses that I have attended include: First Aid for Infants and Young Children, Foundation Food Hygiene, Basic Health and Safety and Introducing Childminding Practice. I have also attended a Risk Assessment course.

I ensure that I maintain a current certificate in First Aid, Food Hygiene and Health and Safety. I aim to complete the NVQ Level 3 in Children's Care, Learning and Development, by 2009. I will also attend additional courses in relation to Childminding, so that I may improve and develop the service that I deliver.

### **Additional requirements**

I am suitable both mentally and physically, to care for children and have submitted a health declaration booklet, which has been verified.

I have appropriate experience, skills and ability to look after children. For details of my career history, training and qualifications, please refer to my Portfolio of Certificates.

Occasionally, I may be asked to support a student, who is working towards a recognised child care qualification, by allowing him / her to shadow my work, as a Childminder I agree to supervise (at all times) the work of any students, under the age of 17, who are placed with me.

## **Foxholes Childcare Safe Recruitment Policy**

In order to ensure the safe recruitment of assistants, I:

- Obtain an enhanced Criminal Records Bureau (CRB) disclosure, which includes a Protection of Children Act list/List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them.
- Ensure that disclosures are handled in accordance with the CRB's Code of Practice and Explanatory Guide.
- Allow only people who have undergone an enhanced CRB check to have unsupervised contact with children on the premises.
- Keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue of the enhanced CRB disclosure.
- Have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.
- Have regard for any requirements made under the Safeguarding Vulnerable Groups Act 2006.

I make decisions of suitability based on:

- References;
- Full employment history;
- Qualifications;
- Interviews;
- Identity checks;
- Medical suitability.

I notify all people connected with my provision who work directly with children, that I expect them to declare to me all their convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.

Registered Assistants may be left unsupervised and are counted in the adult:child ratio.

Registered Assistants are given a full induction (on their first day of employment), with regard to health, hygiene and safety issues and are provided with a copy of my policies and procedures document and details of my daily routine and activity timetable.

## **Foxholes Childcare Student Placement Policy**

As a Registered Childminder I provide work placements for students working towards a recognized childcare qualification.

In order to ensure the safe placement of students, I:

- Obtain an enhanced Criminal Records Bureau (CRB) disclosure, which includes a Protection of Children Act list/List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them.
- Allow only students who have undergone an enhanced CRB check to have supervised contact with children on the premises.
- Keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue of the enhanced CRB disclosure.
- Have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.
- Have regard for any requirements made under the Safeguarding Vulnerable Groups Act 2006.

I make decisions of a students suitability based on:

- References;
- Full employment history;
- Qualifications;
- Interviews;
- Identity checks;
- Medical suitability.

I notify all people connected with my provision who work directly with children, that I expect them to declare to me all their convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.

I notify Ofsted of students (aged 16 or over) on placement with me, providing them with details of the students full name, any former names or aliases, date of birth and home address.

Students that are placed with me are supervised at all times and are not counted in the adult:child ratio.

Students are given a full induction (on their first day of placement), with regard to health, hygiene and safety issues and are provided with a copy of my policies and procedures document and details of my daily routine and activity timetable.

Students are provided with opportunities to gain hands on experience of working with babies and young children and are encouraged to participate in all aspects of their care, learning and development.

## **Foxholes Childcare Training and Development Policy**

I allocate myself a training budget of £100. per year, which I use to cover the cost of training courses and resources. I assess and review my training needs annually and once I have identified the areas in which I need further training, I aim to attend the relevant courses.

Details of my training and Development Plan are provided for parents / carers within the Welcome Pack and they are also displayed within my setting. I give written notice of the dates that I am to attend training courses, at the earliest opportunity and where I am able to make alternative childcare arrangements (with a Registered childcare provider), I seek written parental permission for their child's placement.

Where I am unable to make alternative childcare arrangements or parental permission has not been given, my service will be closed for the duration of the course.

**For details of day nurseries and childminder's who provide cover on a sessional basis, please contact:**

**Wakefield Children's Information Service on 0800 587 8042**

**Leeds Children's Information Service on (0113) 247 4386**

## **Foxholes Childcare Organisation Policy**

It is a requirement that all Registered Childminders details are held on two registers; the Early Years Register and the Ofsted Childcare Register. As I care for children in the Early Years Foundation Stage age range, I must join this register and deliver the EFYS and as I also provide care for children aged five to eight years, I must also join the Ofsted Childcare Register.

I am registered to care for no more than four children, under the age of eight years, at any given time. This decision has been made on the basis that I will be working alone and has taken into account the space I have available, where the Childminding will take place. For details, please refer to my policy statement relating to Physical Environment (below).

Of these children, no more than two children should be under one year of age.

I will not allow any care provided for children aged between eight and fourteen years, to have an adverse affect on the children under eight years.

If I care for a four year old, who attends ten early education sessions per week, I may consider him / her to be five years of age, for the purpose of calculating adult : child ratios.

The adult : child ratios include my own child.

Students are not included in adult : child ratios.

## **Foxholes Childcare Learning and Development Policy**

I provide a safe, happy and stimulating environment, in which children may access a variety of resources, activities, play opportunities and first-hand experiences that help them build on their natural curiosity and promote all aspects of their development.

I provide educational toys and activities, which enhance your child's early education and will help prepare them for and support them in their learning at nursery and school.

I value each child as an individual and have high, but realistic expectations for what s/he can achieve.

I believe that praise and encouragement play a vital role in promoting your child's confidence, independence and self-esteem, therefore I reflect this in my approach.

I organise and store resources so that they are easily accessible to children. Although most of the resources are stored upstairs, I have a variety of toys, games and books which are available downstairs at all times. These resources are rotated on a regular basis.

Prior to the arrival of the children, I bring downstairs, anything we need for our structured activities for that day, such as musical instruments etc.

I plan activities and provide resources with regard to the early learning goals and educational programmes.

I plan and prepare structured activities in advance and after each session, write a brief evaluation of how the activity went, including how well your child interacted, his / her strengths and any areas in which s/he needed support. This will allow me to fully evaluate the progress your child has made, at a later date.

The foundation of planning for activities is based on my direct observational assessment of each child. This enables me to tailor an activity to meet each child's level of ability and is inclusive for every child who wishes to participate.

## **Foxholes Childcare Physical Environment Policy**

I provide a warm and friendly childcare setting, which is self-contained, well maintained and in a good state of repair and decoration. There is easy access to a cordless telephone and adequate washing and toilet facilities.

The premises both indoors and outdoors are safe and secure and children are unable to leave them without supervision. Equally, intruders are prevented from gaining entry onto the premises. For details, please refer to my Safety Policy.

I only release children into the care of individuals named by the parents. For details, please refer to my Safe Arrival and Collection of Children Policy.

### **Indoors :**

The living room and dining room are used for the purpose of Childminding downstairs.

The first floor bedroom and bathroom facilities are also registered for the purpose of childminding.

I provide a quiet area, on the ground floor, where babies / toddlers are able to take a nap, within close proximity to me throughout the day.

All rooms are maintained at a suitable temperature, between 16 and 20°C.

All rooms are well lit and ventilated.

### **Outdoors:**

There is access to a large garden / play area, which is safe and secure.

### **N.B**

**I notify Ofsted of any changes in the facilities used for care, that may affect the space and care available to children, as it may affect my conditions of registration. For details, please refer to my Organisation Policy.**

## **Foxholes Childcare Equipment Policy**

I provide sufficient and suitable toys, games and play materials for indoor and outdoor play, which enable your child to develop their social, physical, intellectual, creative and emotional skills.

When purchasing furniture, toys and equipment, I ensure that items are in good working order, conform to BS EN safety standards or the Toy safety Regulations (1995) and are clean and well maintained.

I clean and check all of my equipment regularly, in order to ensure that items are well maintained and are safe for children to use. Any items which break or become old and tatty will be removed immediately and replaced at the earliest opportunity.

### **Clothing, Footwear and Items Brought From Home**

As stated in the additional list relating to equipment, for health and hygiene reasons, I do not provide nappies, toiletries spare changes of clothes or footwear for your child. It is therefore your responsibility as parents / carers to ensure that adequate and appropriate supplies are provided at all times.

All items supplied from home must be clearly labelled with your child's name and booked in and out of the setting, appropriately. The inventory booking form must be signed by myself (as registered Childminder) and also by you (the parent / carer supplying the items).

I will not accept responsibility for any items which are lost / miss-placed, if they are not clearly labelled, prior to being provided.

For health and hygiene reasons, I provide a laundry service as standard, cleaning any soiled or wet clothes that your child has whilst s/he is in my care. In the event of an accident occurring during the process of washing and drying the clothes, I will accept responsibility for any damage caused to the item and will of course pay for a replacement.

Please be aware that failure to supply essential items such as nappies, toiletries or appropriate changes of clothes and footwear will not be tolerated, as your child's welfare is paramount to me and failure to provide for their basic needs amounts to an element of neglect.

## **Foxholes Childcare Equipment List**

I provide the following items:

- A fire guard
- 4x safety gates
- A Sit 'n' Grow high chair (suitable from 6 months to 10 years)
- An infant carrier car seat (suitable from birth to 9 months)
- Group 1-3 car seats (suitable from 9 months - 12 years)
- A tandem pushchair (suitable from birth to 3 years)
- A buggy board
- 2x toddler walking harnesses and reins
- Toddler's / children's feeding equipment
- A changing mat, potty and step stool, for using the toilet and hand basin.

I do not provide the following items:

- Nappies
- Nappy sacks
- Wipes
- Toiletries
- Barrier cream
- Training pants
- Spare changes of clothes
- Formula milk for babies

## **Foxholes Childcare Safety Policy**

I am responsible and accountable for the safety of your child whilst s/he is in my care. I aim to promote and maintain a high level of cleanliness and safety awareness, which is of benefit to everyone within my setting.

I promote safety within my setting by ensuring that:

- Risk assessments are carried out and reviewed on a regular basis and appropriate action is taken to remove / minimise the risk of any potential hazards.
- The Childminding premises (indoors and out) are safe and secure and that children are unable to leave them unsupervised.
- I supervise children at all times and do not leave them alone with students / visitors, or in a vehicle whilst on an outing.
- All students and visitors must complete and sign my Foxholes Childcare visitors book, which includes details of who was present, on what date, how long they were present and their reason for visiting.
- Outdoors, natural water and ponds are made safe and any water activities are closely supervised at all times.
- In relation to COSHH (the Control of Substances Hazardous to Health), all cleaning products and toiletries are stored in cupboards, which have been fitted with child safety locks. Substances used for DIY and gardening purposes are stored securely in the garden shed, which is locked and inaccessible to children.
- When children access the kitchen, they are not exposed to hazards.
- There is a fire blanket (which conforms to BS EN safety standards), in the kitchen.
- On each level of the house, I have ensured that smoke alarms (which conform to BS EN safety standards) have been installed. These alarms are tested on a weekly basis, to ensure that they are in full working order.
- I comply with and keep records of any recommendations made by fire safety officers, who have visited the premises.
- Safety covers are inserted into all electricity plug sockets.
- All electrical appliances are PAT tested annually.
- All gas appliances and heating supplies are checked by an approved body annually.
- Children are under safe control whilst out walking.
- Any vehicle used to transport children is properly maintained, conforms to legal requirements and drivers have a valid licence and appropriate insurance.
- I carry public liability insurance, which also covers my husband in his role as Registered Childminder's Assistant. This is a legal requirement and the cover is renewed annually.

## **Foxholes Childcare Safe Arrival and Collection of Children Procedure**

It is my responsibility, to agree and confirm with parents / carers, a set time for their child's arrival and collection.

Children must be accompanied to and from the setting by an appropriate adult.

By appropriate adult, I refer to the child's parents / carers, or someone aged 18 or over, who has been introduced to me and who has parental responsibility for the child, when they are not in my care. This may be the person that has been identified as being the emergency contact person.

Children must not arrive with, or be collected by anyone other than the named person(s), who have been introduced to me.

I keep a written record of everyone named by and including parents / carers), who are responsible for the arrival and collection of the child. The written record must include a current photograph of each named person, for identification purposes. This will be stored confidentially, alongside the Childminding contract.

If the named person is ill or delayed, I must be informed (at the earliest available opportunity) and the child must be escorted by another appropriate adult who has been introduced to me.

If someone arrives to collect a child, who has not been introduced to me, by the parents / carers, I will not allow the child to leave, until the person's identity has been verified by the parents / carers.

## **Foxholes Childcare Missing and Uncollected Children Procedure**

### **Missing Children**

I appropriately supervise minded children at all times. Methods of supervision include direct supervision, by means of observation and indirect supervision, by means of a listening devise / baby monitor, so it is unlikely that your child will go missing whilst s/he is in my care.

However, if your child were to go missing whilst in my care, I would:

- Immediately look for them, asking anyone in the area if they have seen them. This may include customer service / security workers.
- Contact the police to report them missing and to seek assistance in finding them.
- Contact parents / carers and emergency contacts.
- Once your child has been found, I would make an accurate and complete report of the incident.

### **Uncollected Children**

Due to the child : adult ratios set in the National Standards for Under 8's Daycare and Childminding and the conditions set by Ofsted relating to my registration, failure to collect your child at the agreed time may result in a breach of my registration conditions.

If your child has not been collected at the agreed time:

- A fixed penalty fee will be charged (details are provided in my Admissions and Fees Policy)
- If prior warning has not been given that you / the person collecting your child may be late, I will try to contact you / them by phone.
- If I am unable to contact you / the named person after half an hour of the agreed collection time passing, I will contact your child's emergency contact person, to arrange for them to collect your child.
- Failure to collect your child at the agreed time, on more than three occasions will result in an immediate review of your Registered Childminding Contract.

## **Foxholes Childcare Photography and DVD Policy**

Throughout the year children take part in a number of activities based at home and in the community. In order to build a portfolio of activities, I occasionally take photographs or use the camcorder to record the children's involvement and enjoyment in these activities.

Prior to taking photographs/ recording a DVD, I obtain written parental permission for the images to be taken.

All images are duplicated and a copy is given to each child's parents / carers.

Where written parental has not been given editing work is carried out so that the child's identity is concealed.

Where images are not used in the portfolio or on the display board, they are destroyed.

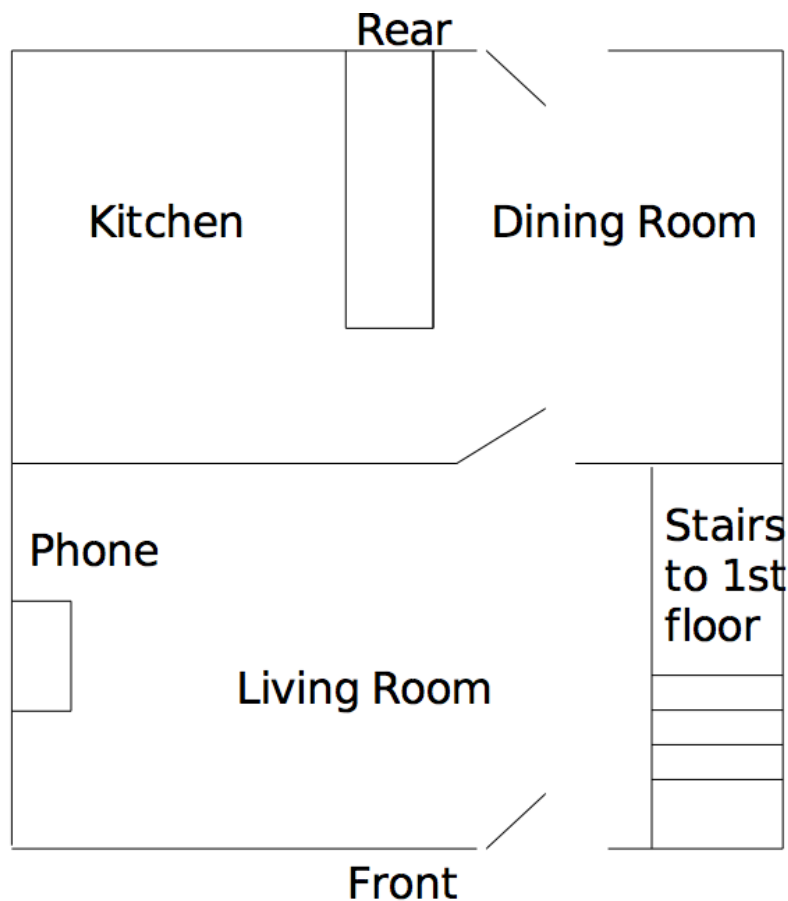
## **Foxholes Childcare Emergency Evacuation**

Dangerous situations which lead to evacuation...

- Outbreak of fire / smoke detector sounding
- Carbon monoxide leak
- Gas leak
- Flood

### **Evacuation Procedure**

- Escort the children out of the house using the nearest available exit, taking the cordless telephone and attendance register with me.
- Take the children to our evacuation assembly point, which during bad weather or prolonged periods of evacuation may be a neighbour's house.
- Once we are safely at the assembly point, I will call the relevant emergency service for assistance.
- I will then call your child's emergency contact person, to arrange for him / her to be collected.
- The evacuation procedures will be practised with the children on a monthly basis.



## **Foxholes Childcare Transport Policy**

As I am unable to drive and do not have access to regular public transport, I use taxis as my main means of transporting children. I use a self-employed, private hire driver, who has provided a friendly and reliable service for me over a number of years.

### **Taxi Driver's Details**



If I need to use a people carrier taxi, or if Les is unavailable, I use another private hire driver Keith Roberts. His business name is RT Cars and telephone number is (0113)2829080. Keith also provides a friendly and reliable service.

In addition to using taxi's, my husband / Registered Childminder's Assistant also provides transport for children. The vehicle has a valid MOT, tax and business insurance and is maintained and serviced regularly.

### **N.B**

**I ensure that children are restrained by the appropriate car seat for their height and weight and that written parental permission has been obtained, prior to taking children on outings and visits which involve travelling by car / taxi.**

As there is no school bus or public transport available in a morning, my husband / Registered Childminder's Assistant will drive your child(ren) to school. A fee will be charged to cover the cost of fuel used on each journey.

If my husband/ Registered Childminder's Assistant is unable to drive your child(ren) to school and you are unable to make alternative arrangements, I will take them by taxi. An additional fee will be charged to cover the full cost of the taxi fares.

## **Foxholes Childcare Health and Hygiene Policy**

I am responsible and accountable for the health and well-being of your child, whilst s/he is in my care. I aim to maintain a high level of cleanliness and raise awareness of hygiene issues which benefit everyone within the setting.

With respect to health and hygiene, I ensure that:

- The premises and equipment are clean and reasonably tidy.
- I promote and enhance your child's awareness of good hygiene practices throughout our daily routine, by demonstrating and encouraging good hygiene practice, which prevent the spread of infection.
- Each child uses their own bed linen, face cloths, towels and toiletries etc.
- Wet or soiled clothes are washed and dried, without delay, to minimise the risk of infection.
- Animals are safe to be in the proximity of the children and do not pose a health risk.
- Where animals may pose a health risk to children, reasonable measures are taken to minimise the risk.
- Sandpits are protected from contaminants and the sand is clean.
- Play sand is replaced on regular basis.
- Food is hygienically stored, prepared, cooked and served.
- Medication is stored in it's original packaging, is clearly labelled and is inaccessible to children.
- First aid boxes are well stocked and maintained and that they are accessible to me, yet inaccessible to children.
- Sick children are not accepted into the setting and children who become ill whilst in my care are collected and removed at the earliest opportunity to prevent the spread of infection.
- Smoking is strictly forbidden on the premises at all times.
- I am never under the influence of alcohol/other substances which affect my ability to care for children.

## **Foxholes Childcare Pets Policy**

I believe that it is important that children learn a healthy respect for animals at an early age and where children show an interest in my pets, I will encourage their enthusiasm. I have a cat and a dog and although my dog is friendly, she is a large breed and could easily cause accidental injury to a child. Therefore I do not allow minded children to have direct contact with them.

To ensure the safety and well-being of your child and for your peace of mind, I ensure that:

- Between the hours of 7am and 7pm my dog stays in her pen outside. The dog pen has been built especially for the purpose of providing a secure area where the dog may play, eat and rest away from the house. The pen is sited in the back garden and children are safeguarded from the dogs by a fence, which separates the play area from the rest of the garden.
- Between the hours of 7pm and 7am when my dog returns to the house, she is kept separate from minded children at all times by the kitchen / living room door, which is kept closed and is fitted with a bolt at the top (which children are unable to reach) and a safety gate at ground level.
- Minded children are denied access to the kitchen / dining area whilst my dog is inside the house.
- All pet food, dishes and accessories are generally stored out of reach of children.
- Minded children are given appropriate encouragement and supervision whilst helping to feed the cat.
- Pet hair is kept to a minimum and is vacuumed up on a daily basis.

### **N.B**

**During periods of illness/injury or bad weather, my dog may stay inside the house throughout the day. However, she would usually be kept upstairs, in my bedroom, away from minded children.**

**If an illness/injury prevented my dog from being able to access the bedroom, she would stay within the porch, for the duration of the time that minded children are present.**

## **Foxholes Childcare Medication Policy**

I may care for children who have complex medical needs or severe allergies, who need to take prescribed medication, to help stabilize their condition. In these circumstances, I ensure that:

- I have a thorough knowledge and understanding of the child's medical condition and the medication that I may be required to administer.
- Where it may be necessary for me to carry out an invasive medical procedure, or one which requires technical / medical knowledge, I attend thorough training in the technique, which is carried out by a qualified professional.
- I have obtained written parental permission to administer the prescribed medication
- I do not administer any un-prescribed medications / treatments, to a child, unless parents / carers have discussed its use and have given prior written consent.
- All medication is stored in its original packaging or container and must be clearly labelled, with the child's details and administration instructions
- All medication is stored correctly and securely and is inaccessible to children.
- I keep accurate, legible and complete written records for each child, relating to the administration of medication.
- Medication is signed in and out of my responsibility on a daily basis and all records are countersigned by the child's parents / carers.
- When it is necessary for me to administer medication to a child, his / her parents / carers are informed without delay and I complete a written record of the administration, in the medication book and also on the child's day care record card, which parents / carers are required to sign, in order to acknowledge the administration.

## **Foxholes Childcare First Aid Policy**

As a registered Childminder/Foster Carer, I may need to provide first aid treatment for children who have had an accident. For this reason, I ensure that:

- I hold a current certificate in first aid for babies and young children.
- My first aid box and travel pouch are easily accessible to me and that they contain the items determined in the first aid training course.
- Items such as tweezers, scissors, creams and plasters are not included in the first aid kits, as current guidelines state that these should not be used.
- All contents in the first aid kits are checked regularly and replaced when necessary.
- I have obtained written parental permission, alongside the completion of the Childminding contract/Placement Agreement, which enables me to apply first aid and if necessary seek emergency medical advice or treatment for their child, in the future.
- I do not carry out any first aid procedures which are deemed invasive, such as removing splinters and splinters. In these circumstances, parents / carers will be contacted, as it is then their responsibility to decide on whether they wish to remove it themselves or to authorise me taking their child to my local A&E department, to have it removed.
- Where an accident has occurred, parents / carers are informed without delay and
- I make an accurate, legible and complete report of the child's accident, injuries and treatment, by completing the accident book and entering the details onto the day care report card of the child concerned. All records are countersigned by the child's parents / carers.

The contents of my first aid kits include:

- Gloves
- Antiseptic wipes
- Sterile dressings and bandages
- Triangular bandage
- Rhesus aid

I am able to apply first aid to casualties who have:

- Cuts / grazes
- Burns / scolds
- Suspected sprains, strains / fractures
- Choked / suffocated

**I am also able to perform CPR**

## **Foxholes Childcare Sickness Policy**

I aim to provide a healthy childcare environment, in which I consider the health and well-being of everyone on the premises.

In order to maintain a healthy Childminding environment, I do not provide childcare in the following circumstances:

- If I, my husband or son are ill

Your child must not attend if s/he has any of the following :

- Diarrhoea and / or vomiting
- High temperature / fever
- Influenza
- Measles
- Mumps
- Rubella
- Chickenpox
- Glandular fever

If I am unable to care for your child, because I / a member of my family is ill, I will refund your childcare fee for each day that I have been unable to work.

If your child is ill, childcare fees remain the same and are non-refundable.

If your child becomes ill, whilst in my care, arrangements must be made for him / her to be collected, as soon as possible. This is because I would be unable to fully meet your child's needs and I have to take into account the needs and well-being of the other children within my care.

## **Foxholes Childcare Food and Drink**

I aim to promote a your child's growth and nutrition, by providing a healthy balanced diet, which is varied and meets your child's religious / dietary needs.

When agreeing to provide food for children, I ensure that:

- I maintain a current food hygiene certificate and food registration certificate, in relation to the food safety act.
- I have obtained relevant information relating to the child's dietary requirements and record them, alongside the completion of the Childminding contract.
- Where I am unable to accommodate a child's dietary needs, I give a thorough explanation to parents / carers as to why and suggest an alternative solution.
- I prepare and store food correctly, including food supplied by parents / carers.
- I promote each child's ability to eat independently, by providing equipment and assistance, which is appropriate to their individual needs and level of ability.
- Fresh drinking water, milk and fruit juices are available to children at all times and healthy snacks, such as fruit or yoghurt are offered between meals.

**Foxholes Childcare Food and Drink  
(continued)**

**Sample Menus**

	Breakfast	Lunch	Dinner	Supper
Sunday	Cooked breakfast: sausage, bacon, egg, baked beans and fried bread	Sandwiches  or Toast  with Fresh fruit  and/or Yoghurt  with Fresh fruit juice or water	Roast beef and Yorkshire Puddings: with mixed vegetables, mashed potato and gravy	Milk and biscuits
Monday	Cereal: cornflakes, weetabix, shreddie's, porridge, cocopops		Sweet and Sour Pork with rice	
Tuesday	and/or Toast: with margarine, jam, marmalade or lemon curd		Spaghetti Bolognese	
Wednesday	with Fresh fruit juice, milk or water		Sausage Casserole with mixed vegetables and mashed potato	
Thursday			Home-made Pizza and Garlic Bread	
Friday			Fish, chips and peas	
Saturday			Baked potato with garlic chicken wrapped in bacon	

## **Foxholes Childcare Equal Opportunities and Special Needs Policy**

I aim to actively promote the equality of opportunity and an anti-discriminatory practice for all children and their families, within my care setting. I treat each child and adult with equal concern and respect and value differences of every kind including age, sex, gender, race, ethnicity, culture, religion, ability, disability, asylum, refuge and language. I ensure that:

- Each child and their family has equal access to the service I provide.
- Each child has equal access to the range of activities, resources and facilities, which I have available.
- I promote an anti-discriminatory environment, in which stereo-typical imagery / views are not displayed.
- I acknowledge and respect each child and family's needs in relation to dress, food and celebration of festivals.
- I liaise with parents / carers to ensure that children's records contain information which enables appropriate care to be given.
- I am proactive in ensuring that appropriate action is taken to promote the welfare and development of children who have special educational needs.
- Prior to placement of a child with special needs, I consult his / her parents / carers about the need for additional equipment, services or therapy, which support their needs.
- When assisting a child with their intimate care requirements, their dignity and privacy is respected at all times and that throughout all aspects of their care, I promote their independence.

## **Foxholes Childcare Behaviour Policy**

I am able to manage a wide range of children's behaviour, in a way which promotes their welfare and development. I believe that praise and encouragement play a vital role in promoting children's confidence, independence and self-esteem and reflect this in my approach.

Prior to the commencement of placement, I ensure that parents / carers are fully aware of the methods I use to manage children's behaviour.

I have consistent expectations of acceptable behaviour and make children aware of these expectations.

I encourage and reward good behaviour and implement the use of sticker reward charts, which I make personalised for each individual child. Once the sticker chart has been filled a small reward i.e.: sweets or a badge will be given.

I use distraction and time out as my methods of dealing with unacceptable behaviour and am consistent in my approach.

I do not shake children, nor use or threaten physical punishment, as these actions are abusive.

I do not use any form of physical intervention (e.g. holding), unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Any incident is accurately recorded and the child's parents / carers informed on that day.

I manage children's behaviour in a way that is developmentally appropriate, respecting their individual level of understanding and maturity.

**N,B**

**Parents / carers are responsible for managing their child's behaviour whilst they are present.**

## **Foxholes Childcare Working in Partnership With Parents and Carers**

I believe that the key to providing quality childcare is to work in close partnership with parents / carers. For children who have additional needs, this may include other agencies and healthcare professionals who are involved in their care.

Prior to the commencement of your child's placement / settling in period, I advise you to make at least three visits.

I advise that if at all possible, you should make at least one visit without your child, as this provides the opportunity for you to read, complete and sign the written agreement / Childminding contract, parental consent forms, and policy documents that I am legally obliged to hold relating to your child's care.

During your visits I aim to gain an insight into your child's likes, dislikes, interests, abilities and areas where support is needed. It is important that I am aware of any dietary requirements, allergies, medical conditions, Special Educational Needs and specific cultural / religious beliefs so that I am able to assess the care your child's needs.

I believe that effective communication is important and promotes positive relationships. Therefore I provide and complete communication books for minded children. I use this book as an additional means of communication between daycare and home and invite you to make entries at home, so that I am made aware of anything which may be relevant during the following day. For example, this entry may be Jo was very unsettled last night and did not go to sleep until after 10.00pm.

Then if Jo is unusually tired the next day, I am aware of why this is and don't necessarily worry that she may be becoming unwell.

All documents relating to your child's care are stored securely alongside your registered Childminding contract.

If a child is identified as a child in need, under section 17 of the Children's Act 1989, I am obliged to give appropriate information to referring agencies.

## **Foxholes Childcare Safeguarding Children Policy**

As a registered Childminder, I have a responsibility to help safeguard children from abuse. My duty of care is to the child and the child's welfare is paramount.

I have attended training on Child Protection and I am able to recognise potential signs and symptoms of abuse, including neglect.

There are four main types of abuse, which are:

- Physical
- Sexual
- Emotional
- Neglect

Potential signs and symptoms of abuse include....

- Injuries which appear frequently or on areas of the body that are difficult to injure accidentally.
- Inappropriate speech or actions, such as extreme aggression or sexually explicit behaviour.
- A noticeable, unexplained change in the child's mood / behaviour.
- Malnutrition, poor hygiene and inadequate clothing.

I have read and understand the local authority "Wakefield & District Safeguarding Children Board " procedures and the government publication " What To Do If You Are Worried A Child Is Being Abused" and I would encourage any students who are placed with me, to read them, as part of their induction process, ensuring that they understand the guidelines and the procedures that they must follow, should they have any concerns about a child. I adhere to the procedures outlined in the summary and include a copy of the flowchart within this document.

## **Foxholes Childcare Safeguarding Children Procedure**

I work in accordance with the West Yorkshire Inter agency procedures .  
Therefore, if I have any concerns about a child I am obliged to follow the guidelines set in their procedure.

In order to safeguard children from abuse, I am obliged to...

Inform social services, the police and Ofsted of my concerns. In doing so, I must make a factual, accurate, legible and complete report on the child's care record, of any potential indications / evidence of abuse. However, it is not my responsibility to decide whether a child has been abused.

All referrals to social services should be made with the knowledge and consent of the child's parents / carers. However, I am authorised to make a referral without this consent, if I feel that informing parents / carers would place the child or myself in significant danger.

Following making a referral, I will be informed of the outcome. It may be necessary for me to provide social services with information about a child / family, to be involved in an assessment, or to attend a child protection conference. This may happen regardless of who made the referral.

If an allegation of abuse were made against myself / a member of my family, a student placed with me or a visitor, parents / carers must contact Social Care Direct and Ofsted. The telephone numbers are as follows:

**Social Care Direct: 0845 850 3503**

**Ofsted Early Years: 0845 601 4771**

## **Foxholes Childcare Documentation Policy**

I produce and maintain records, policies and procedures, which are required for the efficient and safe management of my childcare provision and which promote the welfare, care and learning of children. These records include:

- Registered Childminding Contracts
- Child Record Forms
- Parental Permission Forms
- Attendance Register
- Accident, Incident and Medication Records
- Journal (communication Book for individual children)
- Accounts Records
- Policies and Procedures

All records relating to your child are retained for a reasonable period of time after your child has left the provision.

Records are always available for the early years childcare inspector.

### **Notification of Changes**

The early years childcare inspectors are informed at the earliest opportunity of:

- Any changes in persons over the age of 18, who are living or working in the household.
- Any significant changes to the premises
- Any allegations of abuse whilst a child is in my care
- Any other significant event.

## **Foxholes Childcare Admissions and Fees**

To ensure the efficient running / funding of your child's placement, I require:

- The booking fee to be paid on the day that your Registered Childminding Contract is completed and signed.
- All childcare and admission fees to be paid in full, one week in advance of the first day of your child's care.
- All fees to be paid in cash or via bank transfer or pay pal (please note an additional percentage would be applied to cover pay pal fees).
- All fees to be paid in full and at the time of booking for any additional hours of care that have not been previously agreed.
- All fees to be paid during periods of your child's absence due to illness or holidays.
- A minimum of 4 weeks notice of your child leaving my care.

### **Childcare Fees Explained**

- **Booking fee:** A non-refundable fee charged to secure your child's place, prior to the commencement of their placement.
- **Retainer fee:** This fee will be charged to secure your child's place, whilst s/he attends nursery / early education sessions or any other term-time activity, which will lead to the need for childcare to be provided during school holidays.
- **Wrap around care package:** This fee will be charged for care provided before and after school(08.00-18.00). It is based on a child attending full time school and includes the retainer fee and travel costs. Breakfast and a cooked evening meal are also provided at no extra cost. Please note, the fee for wrap around care will vary for pre-school children attending playgroup, nursery or any other term time activity.
- **Standard hourly rate:** This fee will be charged for care provided between the hours of 7am and 7pm (Monday - Friday)
- **Higher hourly rate:** This fee will be charged for care provided between the hours of 7pm and 7am and at all times on weekends .
- **Enhanced hourly rate:** This fee will be charged for care provided on Bank Holidays
- **Standard overnight care rate:** This fee will be charged for overnight care that is provided for a baby / pre-school child that sleeps throughout the night.
- **Enhanced overnight care rate:** This fee will be charged for overnight care that is provided for a baby / pre-school child that wakes throughout the night and for any overnight care which is provided on weekends and Bank Holidays.
- **Penalty fee:** This fee will be charged on the following weeks invoice and is charged at a fixed rate per late collection of your child or late payment.

## **Foxholes Childcare Admissions and Fees (continued)**

### **Fee structure**

<b>Booking fee:</b>	<b>£10.00</b> (£5.00 for children attending on a short term basis)
<b>Retainer fee</b>	<b>£1.80 per hour</b>
<b>Wrap around care package</b>	<b>£26.50 per day (term time)</b>
<b>Standard hourly rate</b>	<b>£3.60</b>
<b>Higher hourly rate</b>	<b>£5.40</b>
<b>Enhanced hourly rate</b>	<b>£7.20</b>
<b>Standard overnight care rate</b>	<b>£30.00</b>
<b>Enhanced overnight care rate</b>	<b>£50.00</b>

### **Additional Fees**

<b>Meals, drinks and snacks</b>	
<b>Breakfast</b>	<b>50p</b>
<b>Lunch</b>	<b>50p</b>
<b>Dinner</b>	<b>£1.00</b>
<b>Snacks</b>	<b>25p each</b>
<b>Admissions</b>	
<b>Funlot Soft Play Area</b>	<b>£2.50 (non-walkers free)</b>
<b>Childminding Play Group</b>	<b>50p</b>
<b>Methley Mites Parent and Toddler Group</b>	<b>£2.00 (Babies under 6 months £1.00)</b>
<b>Transport</b>	
<b>Methley Primary School (by car)</b>	<b>£2.00 per journey</b>
<b>Methley Primary School (by taxi)</b>	<b>£5.50 per journey</b>

**N.B**

Parents/carers working 16 hours a week or more are entitled to claim up to 80% of their childcare fees, through the Working Tax Credits scheme. For details please contact:

**HM Revenues & Customs Tax Credits department on 0845 300 3900**

There are a number of childcare voucher schemes available to employers and employees. Including Busy Bees and Care4. For details please contact:

**Busy Bees on 08000 430 860**

**Care4 on 0870 870 4114**

This policy was written by Penny Moore, completed June 2008 and will be reviewed December 2008

## **Foxholes Childcare Confidentiality Policy**

As a Registered Childminder, I am obliged to provide and complete certain records and documents which relate to your child's care. The information that you provide is confidential and will be stored securely, in a locked cabinet.

I acknowledge that the information relating to your child is sensitive and must be handled carefully. I respect this by:

- Adhering to the Data Protection Act 1998 and the Freedom of Information Act.
- Filing your child's records away securely, in a locked cabinet, which only I have access to.
- Ensuring that, you are aware that, you have the right to read your child's individual records at any time. However, it is not permitted for you to read information relating to other children within my care.
- Assuring you that I will not discuss your child or any personal issues which you have disclosed to me, with anyone other than yourself.

**N.B**

**Breach of confidentiality will only occur, if I have concerns about your child's welfare and safety. For details please refer to my Child Protection Policy and Procedure.**

## **Foxholes Childcare Complements and Complaints Procedure**

I aim to provide a high standard of care and education for your child. I operate an open door policy, welcoming positive and negative feedback from children and parents / carers.

It is always nice to receive complements, verbally or in writing. However, if at any time you are unhappy with an aspect of your child's care you should:

- Make a formal complaint to me verbally / in writing.
- I will then record the details of your complaint and carry out an internal investigation.
- Within 28 days of receiving your complaint, I will respond to your letter in writing, to inform you of my findings
- If you are not satisfied with my response, you may wish to inform Ofsted of your complaint. Please send your complaint in writing to:

**Ofsted Early Years  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA**

## **Foxholes Childcare Policy Regarding Babies and Children Under 2**

I am able to demonstrate a sound understanding of the needs of babies and children under 2. I provide quality care and learning / development opportunities for babies and toddlers and promote their safety and well-being by ensuring that:

- Sleeping babies / toddlers are within close proximity to me and are checked at regular intervals.
- Children's individual sleeping patterns are respected.
- Toys and equipment are appropriate for the child's age and care is taken to ensure that babies and toddlers do not have access to toys or other articles which may cause them harm.
- Feeding and nappy changing take place in accordance with the individual child's routine.
- Babies are held whilst being bottle fed.
- There is adequate provision for the sterilization of feeding bottles and utensils and the preparation of baby food.
- I spend time interacting with babies at regular intervals throughout the day.

## **Foxholes Childcare Overnight Care Policy**

I am registered to provide overnight care for no more than one child under the age of five years, at any given time. This decision has been made on the basis that I will be working alone and has taken into account the space I have available, where the Childminding will take place. For details, please refer to my policy statement relating to Physical Environment (above).

Any child who is cared for overnight will:

- Share my son's bedroom, which is maintained at a comfortable temperature and is free from hazards.
- Constantly be within hearing distance of me, via the use of a baby monitor.
- Sleep in their own cot / bed and bedding.
- Have access to toilet and washing facilities. The child's privacy is respected at all times and no-one other than myself has access to them whilst they bathing or undressing.

I also ensure that:

- No-one over the age of 16 ( who has not been police checked) stays overnight, whilst a minded child is present.
- Minded children are safeguarded from my dogs by the closed and bolted kitchen / living room door and the use of safety gates.
- Suitable meals, feeds and drinks are provided and the child's requirements are discussed with parents in advance.
- Parents / carers are shown and consulted with about the arrangements that will be made and are in place for their child to be looked after overnight.
- There is an exchange of information about the routines at home and within the provision and I aim to accommodate the parents / carers routine.
- I obtain information from parents / carers regarding their child's sleeping habits and any problems which may arise during the night, in order to implement a consistent and sensitive approach.
- Appropriate documentation is accurate and complete, including details of an emergency contact person for the child.

## **Foxholes Childcare Policies and Procedures Declaration Form**

### **Declaration**

I declare that I have read and understand the information provided in the previous documents, and that I agree to my child being cared for under these guidelines.

### **Child's Details:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**To be signed by both parents / guardians, if applicable.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

,

**Registered Childminder's copy  
This form will be stored securely alongside your Registered Childminding contract**

## **Foxholes Childcare Policies and Procedures Declaration Form**

### **Declaration**

I declare that I have read and understand the information provided in the previous documents, and that I agree to my child being cared for under these guidelines.

### **Child's Details:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**To be signed by both parents / guardians, if applicable.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Parents / Carers copy  
Please retain this copy for your records**

## **Foxholes Childcare Policies and Procedures Declaration Form**

### **Declaration**

I declare that I have read and understand the information provided in the previous documents, and that I agree to my child being cared for under these guidelines.

### **Child's Details:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**To be signed by both parents / guardians, if applicable.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**Parents / Carers copy  
Please retain this copy for your records**