



Policies and Procedures



Admission Policy

We are happy to take on any baby/child within my registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability. However I would like to make the following statements:

We offer pick and drop off services from Abbotsbury Primary School and The London Acorn School and therefore unable to collect children from any other schools.

We prefer the children come to visit us at least 3 times before the childcare commences, once with the parents and twice left for a short time alone, giving the child a chance to meet myself and the other children properly. If the child does not settle we will phone the parents. If we feel the child is not fitting in in the setting we reserve the right to decline childcare services within notice period.

All parents/carers are required to complete all contract forms and read the policies. Permission forms will be brought to your attention also when required. Parents/Carers should expect this process to take at least one hour.

At present Kinderland is registered to care for:

In total six children up to the age of eight.
Of these, a maximum of three can be under fives and
Only one child under one year old.

This is when the childminder is working by herself without any Assistant. With one Assistant it doubles up.

We are happy to take on children with special needs we feel we can provide them with the care they need. (For example I will not be able to provide one to one care or look after a child in a wheelchair, as my home is not accessible for that) If your child has additional needs please discuss them with us first as we would not want to raise your expectations.

Positive Behaviour Policy

We operate a non-punishment policy. No child in our care will suffer any pain or humiliation, as we believe in positive discipline as a more effective way of managing behaviour.

Positive discipline means:

- Acknowledging good behaviour. We do not believe in a reward system and therefore children are not receiving stickers for good behaviour, instead we value and encourage positive behaviour.
- Encouraging self-discipline and respect for others. Because children need to grow into people who behave well even when there's no one to tell them what to do.
- Setting realistic limits according to age and stage of development. Because as children grow and develop our expectations of their change.
- Setting a good example. Because young children take more notice than we might think of how we behave and what we say.
- Encouragement, not orders and instructions. Because "Do as you're told" teaches nothing for next time. Positive discipline involves explaining why.
- Being consistent – saying no and meaning no. Because children need to know where they stand and it helps if they know that we mean what we say.
- Acknowledging, appreciation and attention. Because when children are used to getting attention with good behaviour, they won't seek it by misbehaving.
- Building children's self-esteem. Shaming, scolding, hurting and humiliating children can lead to even worse behaviour. Attention, approval and encouragement can build self-esteem and a child who feels valued is more likely to behave well.

I encourage appropriate behaviour by:

- Setting a good example, each of us aim to be a positive role model as children copy what they see. Children learn values and behaviour from adults.
- We acknowledging wanted behaviour, such as sharing, to encourage it to be repeated.
- We are consistent when saying “no” and explain reasons why it is not appropriate and considered unwanted behaviour.
- Our expectations are flexible and realistic and are adjusted to the age, level of understanding, maturity and stage of development of the child.
- We are involving children in setting and agreeing house rules.

Kinderland is a demarcation place where we listen and value children's and parents opinion too. We like to discuss matters or concerns and will find solutions who will make everyone satisfied.

Enrolment and Settling in Policy

We understand how difficult it is for parents to leave their child with a childminder and return to work. Therefore we work with you to ensure you are happy with the care that we provide and your child is settled in well.

We organise settling in sessions for the parents and child. This gives you the opportunity to provide us with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives us/ keyworker the opportunity to start to build a relationship with you and your child and to understand both your needs and wishes.

We are happy for you to stay until you feel that your child is settled. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. We will work with you in partnership to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in Kinderland and with the care we provide.

Some parents find it helpful to call during the day to find out how their child is. We are happy to take your calls, but depending on the circumstances we might not be able to talk for long, or even to answer the telephone if we are attending to a child's personal needs, for example changing a nappy. So please do not panic if you call and there is no answer. You can always WhatsApp me during the opening times and I will get back to you as soon as possible.

Fees Policy

Payment

Fees are to be paid monthly in advance (Usually first Friday of the month). All contracted hours must be paid for in full regardless of attendance.

As we are Ofsted registered, payment can be paid using Tax Credits or Childcare Vouchers. We accept payment by bank transfer, standing order or cash.

Deposit/ Registration fee

We will ask for a deposit which will be £75. This is to reserve your space, includes Registration fee and will be used for settling in phase. If you decide not to take the place after signing the contract the deposit will not be returned.

Retainer Fees

We normally charge a retainer fee to reserve a place for future use by a child. The retainer fee is a proportion of the normal fee (usually 50%) and is to be paid on the same basis as the service to be provided. The purpose of the retainer is to recompense me for potential loss of earning during the retained period. This is not a credit against future fees. The full childminding fee is payable for any such period. Without a retainer fee I will not guarantee a place for your child at any time in the future.

Please note that where a retained place is not taken up by the parent the retainer fees are not refundable.

HOLIDAYS AND SICKNESS

Full fee

Bank Holidays
Parent/child sickness
Occasional day off parent/child
Parent/child holiday

No Fee

Childminder sickness
Training Days

Late Collection

If you are late collecting your child (after 6pm), you will be charged for an hour which will be £10

Healthy Eating Policy

It is our policy that when children are provided with meals, snacks and drinks, in Kinderland these must be healthy, balanced and nutritious. Those responsible for the preparation and handling of food must be competent to do so and have a valid food and hygiene certificate.

Children who have special diet requirements can usually be accommodated.

During meal times we promote and encourage good table manners. We make meal times an enjoyable experience.

Kinderland is a reduces salt and no sugar household (only on birthday we make exceptions). We are using only wholewheat for our meals. We have fruit and vegetables with or after meals. For snack time we have fruit and vegetables, yoghurt, raisins, breadsticks and rice cakes. Fresh water will be offered at all time.

- We obtain record and act on information from parents about a child's dietary requirements.
- Where parents provide meals for their children to eat in my setting I will provide chilled storage for packed lunches and appropriate storage areas for other foodstuffs.
- We provide clean and age appropriate crockery and cutlery (stainless steel) to enable the children to eat a packed lunch.
- We have a no plastic policy at Kinderland. Children using stainless steel dishes and cutlery for eating. Parents are encouraged to bring stainless steel drink bottles or glass bottles.
- Children will be provided with healthy meals and other healthy snacks and drinks.
- Baby changing facilities will not be near food preparation areas.
- We use sterilisation equipment for baby's food and bottles

Food Poisoning

If there is an outbreak of food poisoning affecting two or more children looked after on my premises we will notify Ofsted as soon as possible but in any case within 14 days of the incident occurring in order to comply with regulations

Health and Safety Policy & Procedure

General Safety

The Health and Safety of your child is paramount to us.

Procedures that we have in place to support this:

- All unused electrical sockets which are accessible to young children have appropriate safety covers fitted
- All toys are checked and cleaned regularly to ensure they are safe to use
- Cleaning products and materials are kept in a cupboard with a childproof lock or out of reach of small children
- Medicines are kept out of reach of small children
- We use appropriate car seats for the age and size of each child
- Transportation car has an MOT when required, and has appropriate insurance for business use.
- We use safety equipment appropriate for the children in my care, for example cupboard locks, stair gates
- We have an emergency plan, including a house evacuation plan
- We keep the kitchen very clean, following hygiene guidelines on the storage of food, e.g. keeping the fridge at the correct temperature
- Waste bins are emptied regularly
- We encourage good hygiene skills with the children and myself, for example washing hands after going to the toilet, before touching food and after touching animals
- We teach children safety skills, such as how to cross the road safely
- We encourage the children to make healthy food choices and to take physical exercise

- We have a fire blanket and smoke detectors which are routinely tested to be in working order
- We remove any toys or equipment found to be faulty from areas where children can access.

Risk Assessments

We identify potential hazards through undertaking risk assessments for all areas where children in my care will be allowed access. These will be reviewed each time I accept a new child into my care to take into account any specific issues relating to that child. I also undertake an observational risk assessment each morning before the children arrive.

Illness Policy

We appreciate that as a working parent you need to be able to go to work, however if your child is unwell then they will be bettered cared for in their own home with a parent. We are 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. We go out each day, park, playground, school and pre-school runs and need to consider the welfare of all the children in my care.

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

Children who have shown signs of diarrhoea and/or vomiting will be excluded for 48 hours after the last occurrence in line with Department of Health advice.

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

We are happy to administer medication, therefore Parents will be required to complete and sign a Medication Consent Form prior to me administering any medication to their child.

Kinderland have a duty to advise Ofsted of any episodes of food poisoning affecting two or more children I care for. As far as practicable we will advise parents prior to notifying Ofsted, but may not be able to do so in all cases.

We have a duty to advise Health Protection Agency of any infectious diseases of the Notifiable Disease list (See Appendix) contracted by children in our care. As far as practicable we will advise parents prior to notifying Health Protection Agency, but may not be able to do so in all cases. This Policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2014.

Notifiable Diseases

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaire's Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Scarlet fever
- Smallpox

- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Reference: Health Protection Agency website – Diseases Notifiable under the Health Protection (Notification) Regulations 2010

Equality Policy

Kinderland actively promote equality of opportunity and anti-discriminatory practices for all children. We will make sure that we treat all children with equal concern and respect.

We provide equal chances for each child to learn and develop to their full potential, taking into account each child's age and stage of development, gender, ethnicity, home language, and ability.

We provide, and make sure that all children have access to, a range of books, puzzles and other toys which provide positive images and examples of the diversity of life in our society.

We challenge racist and discriminatory remarks, attitudes and behaviour from the children in my care and other adults.

We will always help children to feel good about themselves and others by celebrating the differences which make us all unique.

Bullying Policy

Kinderland will not permit any form of bullying

Bullying can be:

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

Being bullied can result in the victim having depression, low self-esteem, shyness, poor academic achievement, isolation and in extreme cases threatened or attempted suicide.

If a bully is left unchecked they will learn they can get away with violence and aggression.

If we have any concerns that a child in Kinderland is being bullied or is bullying, I will discuss the matter with you immediately. I will work with you to support your child to resolve the problem.

If your child is being bullied:

- We will reassure them that the bullying is not their fault
- Tell them that we care about them and 100% on their side
- We will give them lots of attention, encouragement and responsibilities to help them feel valued
- We will work with you to help the child to develop techniques to deal with the bully- assertiveness, walking away etc.

If your child is the bully:

- We will reassure your child that we deeply care about them but it is their behaviour we don't tolerate and we will work with them to help change this

- We will work with your child to find ways to make amends for their actions
- We will value and appreciate good behavior to promote and encourage it
- We will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying. Also to set next step and give your strategies to work at home too.

If you have any concerns regarding your child please discuss them with us as soon as possible. It is much better to deal with these problems before they become major issues.

Whistleblowing Policy

As a registered childminder we are required by section 40 of the Childcare Act 2006 and the EYFS Statutory Framework Safeguarding and Welfare requirements to take the necessary steps to safeguard and promote the welfare of children, this includes raising/reporting concerns of unacceptable behaviour that put a child at risk.

We will take the necessary steps to keep all children safe and well and act upon any concerns accordingly, to do this we will:

- Promote a transparent setting and practice
- Encourage all assistant/parents/cares/family members/visitors to act quickly and raise any concerns they may have to me about the setting, staff, assistant or the care provided, log them, investigate and act upon them accordingly
- Report any unacceptable behaviour by my assistant, staff, other childminders and any other professionals working with children to the relevant authorities (this will include Ofsted and may also include the Police and Social Care) and share with them any relevant information I have
- Notify Ofsted if we become aware of unregistered childminding

Unacceptable behaviour may include (but is not limited to):

- Any form of abuse (physical, verbal, psychological, neglect)
- Putting the child at risk
- Acting illegally
- Acting in contravention to the EYFS Statutory Framework

Whistleblowing is different from making a complaint. All concerns will be treated in confidence and where appropriate every effort will be made not to reveal the whistle-blowers identity.

If an assistant/staff/parent/carer/family member/visitor does not feel that they can discuss any concerns with me they should contact Ofsted on 0300 1230123.

If a concern has been raised we will:

- Record the date the concern arose

- Record how the concern was received (email, text, phone, in person)
- Record details of the concern using as much detail as possible with names, dates, times, whether concerns were witnessed or are suspicions and nature of concern
- Record immediate action taken and date and which authorities have been notified and what documentation has been collected and shared
- Record any follow up action (including changes in setting and any further contact with Whistle-blower)

Internet Safety Policy

The internet is an incredible resource for children to access, support for their homework, chatting to friends etc., but it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away financial information. They can also be vulnerable to on-line grooming by paedophiles.

At Kinderland we have a no screen policy and children are not watching any television here. However we use the internet to increase or knowledge or search for appropriate activities/ craft. We introduced a range of procedures to ensure their safety.

- Children are always supervised if use laptop or phone.
- We talk to the children about the websites they are using
- We check the history on the computer regularly
- We discuss with the children about the importance of keeping safe on line, not forwarding on chain letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell me if they are worried about anything and to never arrange to meet anyone they have spoken to online.

If you would rather your child was not allowed access to the internet then please let me know. We are also aware of the need to limit the time children spend on computers and will ensure they spend a balance of time engaged in ICT and other activities.

Emergency & Evacuation Policy

In order to keep the children at Kinderland safe we have developed the following procedure to evacuate the setting in the event of an emergency.

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

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log. This will include:

- Sound the alarm.
- Line up at door.
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety).
- Assemble across the road from the house.
- Contact the emergency services.
- Comfort and reassure the children.
- Arrange safe place for the children to stay until parents can collect them.
- Do not return to the building until the Emergency Services have declared it safe to do so.

Take:

- Attendance Record for the day.
- Contact numbers
- Mobile phone

In case of a bomb threat to my setting or a nearby setting the procedure will be to ring 999 and wait for instructions from the emergency services and only leave premises when instructed.

Lost Child Policy

The care of your child is paramount and Kinderland will ensure that they remain with us and are safe at all time.

However sometimes children can become 'lost' in busy places and therefore as a responsible Childminder we have written a procedure that will be followed in the unlikely event of this happening.

- We will immediately raise the alarm to all around us that we have lost a child and enlist the help of everyone to look for them
- If it is a secure area such as a shopping centre, we will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- We will provide everyone involved in the search with a description of the child.
- We will reassure the other children with us, as they may be distressed
- We will then alert the police and provide a full description
- We will then alert the parents of the situation

Kinderland take precautions to avoid situations like this happening by implementing the following measures:

- Ensuring the children holding hands or the pushchair whilst we are out
- Avoid going to places that are overcrowded
- On outings the children wear High visible vest with our logo and phone number
- We teach the children about the dangers of wandering off and of talking to strangers

Also every child will be wearing a badge with Name, address and mobile phone of Kinderland, when we go for outings.

Uncollected Children Policy

We understand that sometimes parents are unavoidably delayed due to unforeseen circumstances, but please try and contact me if this is the case so we can reassure a worried child that you are on your way.

If a child is not collected within an hour of the agreed contact time, and we have not already heard from you, we will try calling your contact numbers. If this is unsuccessful, we will try the emergency contact numbers I hold for your child.

If I am unable to contact a parent but I am able to contact one of the emergency contacts you have provided, we will discuss with the emergency contact if it is appropriate for them to arrange for the child to be collected and cared for.

If we feel the emergency contact is able to make appropriate arrangements for the child to be collected and cared for, and if it is stated on the child's Child Record Form that they are a person who may collect the child, we will agree for the emergency contact to collect the child.

However, if we are not satisfied that the emergency contact is able to make appropriate arrangements to collect and care for the child then we will not agree to them collecting the child, even if it is stated on the child's Child Record Form that they are a person who may collect the child.

We will continue to try to contact you or the emergency contacts by telephone, but after three hours from the agreed collection time, if I still have not made contact with you or the emergency contacts, or if we have not been able to make satisfactory arrangements with the emergency contact, we will then contact Social Services / my local Safeguarding Children team and take advice from the duty social worker.

If necessary, we will discuss with the duty social worker whether it is appropriate or not for us to provide overnight care for your child if required. If we do need to care for your child overnight, we will be required to advise Ofsted of the fact.

Please understand that Social Services will rarely collect a child as they will be happy that the child is in a place of safety, however, for our own protection, by Law and for the security of your child we will need to keep the authorities informed of the situation.

Safeguarding Children Policy & Procedure

The protection and safety of children at Kinderland is of paramount concern to us at all times

In order to support Safeguarding Children, we will:

- Operate a Visitor Policy
- Never allow children in our care to be left alone with anybody, except in accordance with my Emergency Plan and Accident & Emergency Plan
- Keep an Existing Injuries Book, which will require parents to sign to show that they have made us aware of an accident or incident occurring prior to the child attending Kinderland
- Keep an Accident Book, which will require parents to sign to show that we have made them aware of an accident or incident that occurred whilst the child was at Kinderland
- Maintain records of any concerns we have and transfer these records to other appropriate child care providers
- Keep up to date with safeguarding children issues through training and reading relevant publications such as 'the childcare professional' PACEY magazine
- Keep a copy of current Government guidance and replace it with any updated copies as we receive them
- Ensure that parents give permission for any outings
- Ensure that parents give permission for children to be photographed
- Keep our records about individual children safe and secure
- Promote British values within the ethos of this setting

Raising Concerns

Child protection concerns that could identify a particular child will be kept confidential and only shared with people who need to know this information.

Parents must notify the Director of Kinderland of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

If we notice anything that gives us cause for concern, such as:

- Significant changes in the child's behaviour (emotional abuse)
- Unexpected bruising or marks (physical abuse)
- Any comments made which give me cause for concern
- Play and language that indicates a sexual knowledge beyond a child's years (sexual abuse)
- Deterioration in general wellbeing which causes concern
- Signs of neglect
- Informed or observe physical signs that an act of Female genital mutilation (FGM) may have been carried out on a girl in my care.

Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other non-therapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on new born girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection. FGM may be practiced illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation.

We will discuss these concerns with the relevant department of the Professional Association for Childcare and Early Years (PACEY) if we consider it necessary.

If we are sufficiently concerned we will verbally refer the matter to the Local Area Safeguarding Adviser for advice and an assessment of the situation and will follow this up in writing within forty-eight hours. We will record all contact with Children's Services thereafter.

If we are aware that a child is already known to Children's Social Services, I will also advise the child's allocated social worker of my concerns.

We will keep a factual record of the concern and actions we take, and we will ask the parent for an explanation, providing it would not put the child at risk.

Kinderland will also contact Ofsted as they require me to inform them of any concerns that we have reported without delay.

If a child tells us that they or another child is being abused, We will:

Show that we have heard what they are saying and that we take their allegations seriously

Encourage the child to talk, but won't prompt them or ask them leading questions

Explain what actions we must take, in a way that is appropriate to the age and understanding of the child

Write down what we have been told using exact words where possible making a note of the date, time, place and people who were present at the discussion

Sign and date all records for future reference

Report our concerns immediately as previously described

Unless we believe it would put the child at risk of further harm, if we feel it appropriate we will share any initial concerns with the child's parents as there may be a perfectly innocent explanation for changes which we have observed or been informed of; however, if following such discussions we have not received an explanation that we feel is consistent or acceptable Kinderland will raise our concerns with the Local Area Safeguarding Adviser.

Kinderland will document allegations and concerns about a child's welfare, which will include recording:

- The child's full name and address
- The date and time of the record
- Factual details of the concern, for example bruising, what the child said, who was present
- Details of any previous concerns
- Details of any explanations from the parents
- Any action taken such as speaking to parents

If an allegation is made against us, we will report it to Ofsted and to Local Authority Designated Officer (LADO and early years. We shall inform the parents of other children I care for about the allegation if we are advised to do so by either Ofsted or the PACEY.

If an allegation is made against staff, assistant, any member of my family or any other adult or child that relates to children in our care we will report it to Ofsted and LADO within fourteen days following the local Safeguarding Children Board procedures.

Use of Mobile Telephones

I will ensure that I always have ready access to a mobile telephone, both in the house and when on trips outside, for use in the case of an emergency; however, I will not routinely use a mobile telephone for making/receiving non-childcare related calls and texts, other than for making/receiving short calls or texts to or from members of my own close family, as this may present a distraction that may compromise the care I provide to children.

Children in my care who have their own mobile telephones will not routinely be allowed to make/receive calls and texts, other than to/from their parents or other close family members; however, I may grant permission to use them in exceptional circumstances but only under my supervision.

Mobile telephones with camera and/or video recording functions will be covered by my policy on the Use of Cameras and Video Recording Equipment, below.

Use of Cameras and Video Recording Equipment

We will only take photographs and/or videos of children for whom we have a current Photo/Video Parental Permissions Form.

We will allow children in Kinderland to take photographs and make video recordings of other children in my care only under supervision and only when using equipment which Kinderland owns; children using such equipment will only be allowed to photograph/record other children for whom we have a current Photo/Video Parental Permissions Form.

Children and Parents in Kinderland will not be allowed to take photographs or make video recordings using their own equipment.

At Kinderland we keep screen time at the minimum and therefore encourage parents not to send any electronic equipment with the children.

Kinderland reserves the right to check the content of a child's electrical equipment at any time whilst the child is in our care and if I identify what I consider to be unsuitable content, including taking photographs or making video recordings of other children, then we shall confiscate that equipment and return it to the parent when they collect their child.

Kinderland reserves the right to delete any photographs or video recordings of children taken whilst those children are in our care from any child's electrical equipment.

If we feel it appropriate we shall withdraw the privilege of allowing a child to bring electrical equipment into Kinderland.

Parents and visitors will not be allowed to take photographs or making video recordings of children in my care other than their own children.

Should we become aware of anybody in a public place taking photographs or making video recordings of children in my care, if we feel it is safe to do so we will ask them to stop taking photographs/making video recording and to destroy any electronic data they may have already stored which includes the children. Where somebody refuses to stop taking photographs or making recording, or where we feel it is not safe for us to approach them, we will remove any children in care from that environment immediately.

If we have any suspicions that somebody is taking photographs or making video recordings of children in our care for illegal purposes then we will report this to the Police immediately.

Useful Telephone Numbers

Social Services Central Referral Unit (24 hours) – 03000 41 11 11

Social Services (Out of Hours) – 03000 419191

PACEY Safeguarding Children Service - 0845 880 0044

Childline – 0800 1111

Kidscape – 0207 7303300

This Policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2014.

Prevent Duty and British Values

We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism. We have taken the 'Anti-Terrorism, Channel' course.

We are aware of the Government PREVENT strategy which aims to protect children from terrorism and radicalisation and we want to share with you how we will incorporate the strategy into our safeguarding procedures.

Definitions

Terrorism – the Terrorism Act 2000 defines terrorism as: “The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes: serious violence against a person; serious damage to a property; a threat to a person’s life; a serious risk to the health and safety of the public; or serious interference with or disruption to an electronic system.”

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

We understand that the PREVENT strategy will require early years providers to identify any children who are considered to be at risk of being involved in terrorism or radicalised and refer them to the Local Authority. British values – alongside the PREVENT strategy, the Government has stated that all early years providers must teach children about and actively promote fundamental British values. The Government have stated that early education funding will be withdrawn from any providers who do not comply with this requirement and Ofsted will judge how effectively British values are taught during inspections. Fundamental British values include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and must be taught in age-appropriate ways.

Our commitment to teach children British values

At Kinderland we are committed to providing the highest quality care and learning for all children. We recognise the requirement from the Department for Education (inspected by Ofsted) to ensure children are protected from radicalisation by those wishing to unduly, or illegally, influence them. We are committed to teaching the children in my care about British values which are embedded in everything I do. Ofsted guidance states that the requirement to teach children British values aims to "promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain." The government defines British values in the Prevent Strategy as:

- Democracy
- The rule of law
- Individual liberty and personal responsibility
- Mutual respect
- Tolerance of those of different cultures, faiths and beliefs

To ensure we comply with these government requirements and have reflected on our teaching and curriculum and considered how we promote British Values in our provision –

Democracy

Kinderland is a demarcation place where:

- Children are treated with respect and dignity;
- Their views are requested and always considered;
- They are given choices about where they want to go and what they are doing;
- When we buy new resources or make changes to the provision children are consulted;
- Believe in free speech for all;
- When a child says 'no' we stop and think more carefully about what we are asking them to do.

The rule of law

- Children are taught about right and wrong and contribute to our behaviour goals;

- Children are encouraged to reflect on their behaviour during group activities using props and books appropriate for their ages and stages of learning;
- Themes such as 'people who help us' support children to learn about the police and emergency services and their role in our society.

Individual liberty and personal responsibility

- Children understand the need for rules to keep them safe;
- They support the younger children;
- They recognise the need to respect resources and equipment;
- Children's successes are in their Learning Journey files which are regularly shared with parents;
- Children are given shared responsibility for ensuring the provision is safe for everyone;
- Independence is promoted from the earliest age.

Mutual respect

- We use role play and group sessions to teach children how to show empathy for and understanding of others;
- Personal, social and emotional development is embedded in our day-to-day curriculum;
- Children learn how they can share and take turns with others in respectful ways;
- Adults and older children are positive role models;
- Positive images and stories of disability promote equality of opportunity for all;
- Children are always spoken to respectfully;
- Close working partnerships with parents and other settings children attend help us to raise outcomes for all children;
- As part of our balanced curriculum group activities support children to learn about British festivals such as St George's Day, the London Olympics and special days celebrated by our British Royal family.

Tolerance of those of different cultures, faiths and beliefs

- Children are taught about modern Britain through group activities which help them to learn in age appropriate ways about their local area, art, history, special days and the country in which they live;

- We plan activities to help children mark special days from other religions, countries and cultures through our group planning to teach them to respect the views and beliefs of others;
- The children learn about their place in the wider world through books, multicultural and diverse resources, displays and themed activities;
- The children are taken on outings to learn about the area of Britain in which they live.

Special Educational needs and Disabilities (SEND) policy

All children are welcomed, regardless of their individual needs and are welcomed to our inclusive setting. In order to achieve this, we work closely with children, parents and carers, the Early Years Inclusion team in Merton and other professionals or agencies if this is necessary. We are also required to comply with the requirements of the Equality Act 2010 and the SEND Code of Practice 2014

Kinderland will do this by:

- Regularly talking to parents/carers about the individual needs of each child
- Talking to children about their likes/dislikes and interests
- Encouraging parents to tell me about family culture/religion/beliefs
- Providing a wide range of resources and activities which reflect the diversity of our local area and further afield
- Supporting each child through sensitive observation, regular assessment and individually planned activities to achieve their full potential
- Providing individual support depending on child's needs
- Using the 2 year progress check to highlight any areas of concern
- Focusing on the positive things that each child can do
- Challenging any forms of prejudice
- Providing resources which challenge stereotypical ideas
- Sharing information with parents/carers about children's learning and development- and providing ideas for home learning-as required by EYFS 2014
- Seeking permission to ask for support from outside agencies where appropriate
- Attending appropriate training to ensure I have skills and knowledge that needed to support children and their families
- Encourage children to respect each other as individuals

At Kinderland Aisha Marjan

Is a designated SENCO (Special Educational Needs Coordinator).

If we believe a child needs additional support, we will speak to parents and ask their permission to approach agencies which will support their child. We will follow the graduate approach set out in the Department for Education SEND Code of Practice to ensure every child receives the best possible care, learning and development

www.gov.uk/government/publications/send-code-of-practice-0-25

A SEND guide for parents and carers is available from

www.gov.uk/government/publications/send-guide-for-parents-and-carers

Working with Parents Policy & Procedure

All references to "Parents" within this and any other document we produce are intended to include parents, carers and legal guardians.

At Kinderland we aim to work in partnership with parents to meet the needs of the children.

All children and adults are treated with equal concern and are made to feel welcome in Kinderland.

Parents are able to access all our policies and procedures, including our Safeguarding Children and Complaints policies & procedures, through our website and will also be provided with paper copies of any policies and procedures upon request.

We will agree a written contract with parents before the placement starts which gives details of the service I provide. The contract is signed and dated by the parent(s). The contract is reviewed every six to twelve months or when circumstances change.

Wherever possible we try to meet parent's requests for the care of their children according to their values and practices, preferences and attitudes.

We keep parents regularly informed about our daily routines and childcare practices and share information about their children's development using verbal communication, and using contact books if parents so wish.

We expect parents to inform me of any changes in the child's home circumstances, care arrangements or other changes that may affect the child's behaviour, such as new baby, parental separation, and bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

All complaints will be investigated, please see complaints policy.

Confidentiality Policy

Information on children and families that we work with will be kept secure and treated in confidence.

Information about a child will usually only be shared with people other than parents if the parents give their permission to do so. However, there may be circumstances when the parent's permission is not appropriate or able to be sought, as would be the case if the child required urgent medical attention or if there appeared to be a safeguarding issue.

Written details will be kept confidential and records are kept secure.

Ofsted may ask to see my records at any time.

Parents have the right to inspect all records about their child at any time, except in exceptional cases where data protection laws stipulate that it is against the best interests of the child to do so.

This Policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2014.

Complaints Policy

As a registered Childminder we aim to work in close partnership with all parents, to meet the needs of their children.

If there is any aspect of our service you are not happy with please bring it to our attention and we will make every effort to resolve the issue through frank and open discussion. You can put the complaint to Aisha Marjan verbally or, if you prefer, formally in writing or by email.

In the event of a complaint regarding any part of the childminding service we will do our best to resolve any complaints by communicating directly with the parents using the service.

It is a requirement by Ofsted that all complaints are logged along with the outcome and any action taken. These records must be available to show an Ofsted Childcare Inspector if required.

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

The National Childminding Association on 0208 464 6164

Or

The Early Years Childminding Team on 0208 464 9037

If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on 0845 640 40 40

No Smoking Policy

We have a no smoking policy in Kinderland.

No one is permitted to smoke in our setting.

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

Outings Policy

We will only take children on outings if I have a Routine Outings with Children Parental Permission Form completed.

If the outing requires transporting children in a car, we will also ensure that we have a completed Transporting in a Vehicle Parental Permission Form.

We will complete a Risk Assessment for each type of Outing undertaken, and where appropriate we will also complete a location specific Risk Assessment.

If possible, we will undertake a visit to a new location without children present prior to an Outing taking place. However, if it is not practical for us to do so, we will reflect this within my Risk Assessment and will not undertake Outings to any locations that we have not previously visited if we are unable to manage any risks identified.

We will also carry a charged mobile telephone with us on Outings and will ensure that we have all relevant contact telephone numbers available to us.

We will keep a First Aid kit with me when on Outings.

We will normally advise parents in advance of our intentions to undertake an Outing; however, there will be occasions when we feel that an Outing to a Routine Location would benefit children without having been pre-arranged.

Our Routine Outing Locations are:

Merton Library

Children Centre Newminister

Morden Hall Park

Merton creation Ground

Local shops (Morden Highstreet)

Local Playgrounds

Ravensbury Park

Morden Park

Deen city Farm

If you feel that you would always wish to be notified of Outings to Routine Outings Locations in advance then please discuss this with us.

Visitor Policy

We will maintain a written record of visitors to Kinderland when we are minding children.

Where possible, we will arrange for workmen to visit our setting when we are closed.

We will check the identification of any visitors that we do not personally know and will refuse to anyone whose identification we cannot verify.

We will never allow children in my care to be left alone with anybody, except in accordance with my Emergency Plan and Accident & Emergency Plan.

Visitors will be required adhere to my No Smoking Policy.

Sleeping Baby Policy

Parents will be requested to provide details of their child's normal daytime sleep routines, including any changes to these that occur over time or when specific circumstances exist (e.g. illness).

As far as is possible, we will try to accommodate each child's normal daytime sleep routine; however, if we are unable to accommodate these within our own routine and working day, for example due to school pickups or other activities, then we will discuss an alternative sleep plan with the child's parent.

Depending on the circumstances at the time, children will sleep either in a cot in an upstairs room, on a bed with appropriate padding or in a buggy.

We will visually check on a sleeping baby at least once an hour, and will usually use a baby monitor whilst they are sleeping.

Pet Policy

We believe that children can learn a lot from having contact with animals; however certain procedures must be followed to ensure the safety of the children;

- Children will be encouraged to treat all animals with respect and will learn how to handle them correctly
- Children will wash their hands after any contact with animals and understand the reasoning behind this
- Children will be taught that not all animals are child friendly and that they should always check with the animal's owner before attempting to stroke or handle them
- Food for the pet will be stored safely away from the children's reach and pets will be fed away from the children
- A high standard of hygiene will be followed, with careful thought given to the placing of the feeding and drink bowls
- The garden will be checked every morning, before the children are permitted outside to play, to ensure that no animal has fouled it
- Where appropriate, Pets will be treated to prevent fleas and worms