

Recommended Documentation – a checklist

- Display your registration certificate – this is an EYFS Requirement.
- Keep a Child Record of Information for every child – this is an EYFS Requirement – including parent/carer contact details and the contact details of an emergency contact, if you cannot reach the parent/carer
- Make sure you have recorded who has ‘parental responsibility’ on the Child Record of Information.
- Make sure you have recorded any allergies, including food allergies, and any birth-marks.
- Write policies and procedures - these should be shared with parents, by email is fine as it saves on ink and paper, but get parents to sign a covering letter saying that they have read and understood the policies and hold this letter on file. Each policy should have the date it was written and the date it is due for review. See the list of essential policies in the Companion Guide, but you can add further policies, such as a Behaviour Management Policy, a Parent Partnership Policy, a Confidentiality Policy etc. as you see fit.
- Create risk assessments for the house and for specific places you visit with the children. Most large providers e.g. Bristol Zoo, Horseworld, children’s centres etc. have their own risk assessments, you just need to request a copy and keep it on file. The most common outings that you will need to write risk assessments for are venues such as church halls, toddler groups and parks.
- Make sure your 12 hour Paediatric First Aid certificate stays in date (renewed every three years). Assistants must have a PFA certificate if they are in sole charge of the children for a maximum of two hours.
- A Child Attendance Register should be maintained – this is an EYFS Requirement - with when the child actually arrived and when the child left (not the contracted session time). If you work with an assistant, it is good practice to record who is working with children at any time on your register - start and finish times should be accurate
- Make use of your Accident and Incident book – this is an EYFS Requirement.
- Make sure you have written permission from parents to administer a specific medicine **prior** to administering the medicine, specifying dosage. Record when you actually administer the medicine and make sure this is **again signed** by parents.
- Keep permission slips/consent forms according to GDPR: outings, transport, large trampolines (no longer advisable), photographs, application of creams and suntan lotions.
- Create an emergency evacuation diagram of the premises – showing exits
- Keep an emergency evacuation practice record, showing the date you practiced an emergency evacuation with the children.
- When collecting information from parents on the ‘All about me sheet’ (this information helps you to establish children’s developmental ‘starting points’) it is good practice to gather photographs of the child’s family both near and extended, and photographs of pets. This will aid communication and will provide comfort for new children as they start at your setting.
- Apply for DBS checks for everyone over 16 years of age living or working on the premises - each person is entitled to their original copy, but you need evidence that the DBS has been carried out - record the date on the DBS and of course if there is any record of convictions or

'none recorded'. If you take a copy of the DBS you must keep it confidentially and securely and you must have written permission from the DBS holder that you are able to keep the copy on file. As well as the DBS, Ofsted need to be informed of everyone over 16 in the household

- Remember to let Ofsted know if anyone leaves the household or joins the household. Remember to inform Ofsted of any significant events which affect 'suitability', and this includes if you have any medical condition that might affect your work.
- Create a portfolio to represent your setting – this is not a Requirement, but it is a good idea! In your portfolio you can put policies, training certificates, a description of your family, photographs of minded children playing, photos of activities and outings, references from parents. Over time you can develop your portfolio. Parents can browse through your portfolio and inspectors can use your portfolio to look at your policies and training log.
- Keep a log of all your training – we recommend filing certificates in date order, with the most current certificates on the top. This could be part of your portfolio.
- Create a sample menu, if you provide food, showing that you are giving children healthy meals and snacks.
- Establish children's learning and development 'starting points', create the child' learning journal, produce assessments (such as the two-year-old progress check and any other summative reports on a child's development which are shared with parents).
- Have some evidence of quality planning.
- Have some evidence of partnership working with parents which shows what parents are contributing to children's learning at home – learning at home can be extended in the childminding setting. Have a mechanism for parents to comment on what their child is learning while they are at your setting – see 'parent's comments' on the observation sheet, for example.
- Where there is shared care between your setting and another setting such as a nursery, have evidence of information sharing, by using some sort of setting to setting information-sharing sheet. This should show the children's interests, which can then be used as a basis for planning. Make sure you have written parent permission for information sharing between settings.
- Use transition reports for children who are leaving your setting (this must be with parental permission). Ask the Childminding Support Team for a standard BCC Early Years Transition Record.
- Develop a method of self-evaluation, which could be the Bristol Standard, or your own version of self- evaluation. The Childminding Support Team have put together a proforma to help you reflect on your practice.

Bristol Childminding Support Team

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Bristol Childminding Network

The heart of quality home-based childcare