

The essential policies, procedures and records for the Early Years Register

Although the 2017 version of the EYFS clearly states “Childminders are **not required** to have **written** policies and procedures”, you are expected to be able to tell parents, assistants, the Ofsted inspector and other professionals, what your policies are (see EYFS page 16 3.3). Putting a policy in writing, rather than verbalising it, helps you to think through your approach to your work and what is good practice: what would I do if I am on an outing and a child went missing; what would I do if two children are squabbling over the same toy, and so on.

Having a file or folder of policies is an efficient way to record and share your approach to your work with parents and others. At the Ofsted registration visit it will help you if you have a folder of essential policies printed out. Once registered, you can send your policies electronically to prospective parents so that they can take time to reflect on them at home. Policies summarise your approach, so less time is spent at inspection explaining, when you want to be able to focus on the children in your care; for example, a written policy for SEND would demonstrate to the inspector that you understand your responsibilities towards children with additional needs .

Over time you will adapt or augment your policies on an ongoing basis as you encounter real issues which you realise should be reflected in your policy, for example, what would you do if a parent tells you that they would like to bring a child who is “just a little bit under the weather”? It is good to talk to childminder-colleagues about what they cover in their policies. On the Early Years website we have a number of guideline or template policies which you can download in Microsoft Word. These will help you to create your own policy which truly represents what you do.

As a rough guideline, policies should be checked yearly and updated if need be. Always date when you have reviewed a policy.

Although putting the essential policies in writing is not a legal requirement in itself, the Childminding Support Team strongly recommend that all policies and procedures are in writing for the Early Years Register. Confusingly, the Child Care Register does require childminders to have two written policies: A Safeguarding Policy and a Complaints Procedure and Log!

Of course you may find it is helpful to have far more than just the essential policies in your portfolio. The most obvious addition to the essential policies is a Behaviour Management Policy.

The essential policies and procedures for the Early Years Register to comply with the EYFS

1. A Safeguarding Policy EYFS page 16 3.4
2. A Sickness Procedure EYFS page 27 3.44
3. An Administering Medicine, Policy and Procedure EYFS page 27 3.45, this should include information about how you would keep a child’s needs for medicine up to date.
4. An Emergency Evacuation Procedure EYFS page. 29 3.55
5. A Special Educational Needs and Disability (SEND) Policy to explain how the setting supports children with additional needs. EYFS page 33 3.73
6. A Procedure for checking the identity of visitors and children leaving the premises safely EYFS page 30 3.62
7. An Uncollected Child Procedure EYFS page 33 3.73
8. A Missing Child Procedure EYFS page 33 3.73
9. A Dealing with Concerns and Complaints Procedure EYFS page 33 3.74. This should include a record of any complaints and their outcomes.

A note about risk assessments The April 2017 version of the EYFS does **not** require you to have any **written** risk assessments, but it is wise to use your judgement as to when you need a written record: to demonstrate how you have thought through risks, removed or minimized hazards, or checked that a safety device is working and to evidence how you have managed risks to parents or inspector. See EYFS page 31 3.64 and 3.65

Essential records to comply with the requirements of the EYFS for the Early Years Register

1a. Record the medicine needs of any child in your care. EYFS page 27 3.45
1b. Record any medicine that has been administered (both prescription and non-prescription) and tell parents on the same day. Remember that you need prior written permission from the parent in the first place to administer any medicine. EYFS page 27 3.46 (<i>N.B. The Childcare Register says: log the person who administered the medicine too</i>)
2. Record any dietary needs. EYFS page 28 3.47 <i>you can use the Major Allergens paperwork.</i>
3. Record any accidents or injuries and first aid treatment and tell parent on the same day. EYFS page 28 3.50 <i>This is the Accident and Incident Book.</i>
4. Record any occasion where physical intervention was used to prevent a child injuring themselves or to avert danger and tell parent on the same day. EYFS page 29 3.52 <i>This is the Accident and Incident book</i>
5. Keep a 'Record of Information' about the child, including who has parental responsibility, who the child lives with, and parent/carer emergency contact details. EYFS page 32 3.72
6. Keep a record of any complaints and their outcome. <i>The Complaints Log</i> should be made available to Ofsted on request. EYFS page 33 3.74.
7. Keep a daily record of children being cared for on your premises. EYFS page 34 3.76 (<i>It is good practice to make a note on the Register of who is working on any day; co-childminder or assistant</i>)
8. The contact details of anyone who has regular unsupervised contact with the children EYFS page 34 3.76 (<i>so that would you be co-childminder or assistants</i>)

Essential information for parents, to comply with the requirements of the EYFS

1. Certificate of registration on display. EYFS page 34 3.76
2a Parents should be told that they can contact Ofsted if they ever wanted to make a complaint. EYFS page 33 3.75 (<i>put the Ofsted complaints line poster on display</i>)
2b Parents should be told by the childminder when he/she is going to get an inspection. After the inspection a copy of the Ofsted report should be supplied. EYFS page 33 3.75 (<i>N.B. this could be electronically</i>)
3. Childminders should make the following information available to parents. See EYFS page 32 3.73 and 3.75: <ul style="list-style-type: none"> • how the EYFS is delivered in the setting • activities and routines • ways to share learning at home • how the setting supports children with additional needs • food and drinks • policies and procedures • the names of people working with the children, whether that be assistants or co-childminders.

List of offences resulting from non-compliance with the EYFS

1. It is an offence not to notify Ofsted if two or more children go down with food poisoning. EYFS page 28 3.49
2. It is an offence not to notify Ofsted if a child is seriously injured or dies while in the provider's care. EYFS page 28 3.51
3. The childminder must not use corporal punishment and must ensure that corporal punishment is not used by anyone in contact with the children. It is an offence not to meet this requirement. EYFS page 28 3.52

List of changes that must be notified to Ofsted. EYFS page 34 3.77

1. A change to the childminder's address
2. A change to the amount of space available.
3. A change to the household, including persons over 16 years of age.
4. Overnight care
5. A significant event which affects the childminder's suitability to care for children, or the suitability of anyone in regular contact with the children.