



## Childminder / Childminding Assistant policy

### **Policy statement**

Adults in a setting model behaviour for children, so my conduct as a childminder—and that of assistants—strongly influences the learning environment. Therefore, I expect assistants to consistently demonstrate exemplary behaviour.

### **Procedures (how I will put the statement into practice)**

- All assistants must have an up-to-date DBS with the update service, a suitability letter from OFSTED, and at least two references.
- Assistants are required to maintain a professional and neat appearance, and to dress appropriately for working with children.
- Assistants are expected to arrive on time and to complete their daily duties before departure.
- Assistants must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.
- Smoking is not permitted during working hours and assistants must not smell of smoke when working.
- Use of alcohol and illegal drugs (or legal drugs that impact on ability to care for children) is not permitted during working hours and assistants must not arrive at the setting under the influence of alcohol or illegal drugs.
- Working with Children - Assistants must treat children respectfully, using appropriate language and behaviour. Physical contact is often necessary for quality care, such as comforting, reading together, assisting on equipment, correcting grip, or helping with toileting and changing.
- An assistant will not be left alone with children for more than 2 hours.
- All assistants have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse, and neglect. Any concerns must be reported to the childminder (DSL) immediately.
- If an assistant believe that a child is still at risk, despite concerns being reported, they must follow the Whistleblowing Procedures set out in the Safeguarding and Child Protection Policy.
- Assistants must never give guarantees of confidentiality or secrecy to children or adults.
- If an assistant uses physical restraint to protect a child from hurting themselves or others, it must be immediately reported to the Childminder, recorded following procedures detailed in the Physical Contact Policy.
- Assistants must attend all safeguarding training provided by the Childminder. Safeguarding training updates must be attended at least annually.
- Collaborating Within a Team - The behaviour of an assistant significantly influences the children's learning environment, so assistants should consistently remain mindful of this responsibility.



Assistants are expected to:

- Be always respectful of one another and to value the opinions of others.
- Support each other as much as possible and promote teamwork.
- Keep personal conversations to a minimum and for appropriate times.

Working with Parents and Carers:

Our objective is to foster a collaborative relationship with parents. To achieve this, it is essential that all assistants demonstrate respect for the following:

- Parents' diverse cultures and beliefs, provided they comply with our setting's policies, procedures, and applicable laws.
- Information shared with them in their role as keyperson and work in line with the Confidentiality Policy.
- Responsibilities to the childminder:
- If an assistant is ill or is prescribed a new medication by their doctor or other medical practitioner, which might affect their suitability to work, they must inform the Childminder as soon as possible.
- If an assistant knows that they are, or might be, disqualified from working with children or disqualified by association with another person who is disqualified from working with children, they must inform the Childminder as soon as possible.

Please ensure you have read and understand the Childminder / Childminding Assistant policy and procedure.

**All policies and procedures are reviewed regularly and updated when necessary.**

This policy and procedure has been developed in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.