



GUERNSEY MINIMUM STANDARDS

FOR

CHILDMINDERS

INTRODUCTION

This document sets out the Guernsey Minimum Standards for childminders issued by the Health and Social Care Department (HSC). These standards will be used by the Department's Early Years Service when determining whether childminders are providing adequate care for children under the age of five and are otherwise complying with the relevant requirements.

The standards will be kept under review and may be amended as appropriate. Reviews will be carried out in consultation with service providers.

It is hoped that these standards will be used for a range of purposes, and not just as part of the regulatory process. They may be used by childminders in considering the standard of care provided, as an aid in the induction and training of staff and to provide guidance when a person wishes to act as a childminder. They may also be used by parents as a guide to what they should expect of a childminder.

The standards focus on achievable outcomes for children under the age of five and their parents. They are grouped under a series of key topics. Each standard deals with a particular aspect of care provision and is preceded by a statement of the outcome intended to be achieved by the childminder.

The "standard" dealing with a particular aspect of care provision is actually made up of a set of standards which are the numbered paragraphs beneath the "outcome" box. Each of these numbered paragraphs should be treated as a separate standard. The standards are intended to be qualitative, in that they provide a tool for judging the quality of care provision for under fives but they are also designed to be measurable.

It is intended that these standards will be used, both by Childminders and the HSC to focus on securing positive welfare outcomes for children under five and reducing risks to their welfare and safety, rather than upon structures and systems for their own sake. All childminders should aim to provide the best care possible for the children they look after and having regard to the standards is an essential part, but only a part, of the overall responsibility to safeguard and promote the welfare of each individual child.

The standards have been prepared following an extensive consultation programme. Account has been taken of responses to the consultation document in developing the final version of the standards. The standards are intended to be realistic, proportionate, fair and transparent.

(These standards were approved by the Board of the Health and Social Care Department in May 2010.)

GLOSSARY

Early Years Inspector: a person employed by the HSC who is responsible for regulating and inspecting day care and childminding provision.

HSC: the Health and Social Care Department.

Parent: any person with parental responsibility for a child.

Registered person: a person deemed qualified to care for children and whose name appears on the certificate of registration. The registered person has overall responsibility for ensuring that the requirements of the standards are met.

Definition

A Childminder is registered to look after one or more children under the age of five* to whom they are not related on domestic premises for reward and for a total of more than 2 hours in any day.

*The age limit is presently five years old but the States of Guernsey have approved future legislation, which will increase this to eight years old in the future.

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CHOICE OF SERVICE

STANDARD 1: INFORMATION

OUTCOME

Parents have the information they need to make an informed choice about the childminding service they require.

1.1 Registered persons make available sufficient information to parents to enable them to make an informed decision.

1.2 The registered person compiles a statement of purpose and provides written and verbal information to prospective parents about the service they provide. This will include:

- Numbers and ages of children for whom they care
- The languages through which they will provide care
- Whether they can look after children with special needs
- Admissions policy
- Opening hours
- Contact information
- Routines
- Information about activities provided for children
- Whether there are pets present on the premises
- Arrangements for making complaints to the registered person, and to the Early Years Inspectorate for the HSC.

STANDARD 2: CONTRACT

OUTCOME

Parents have a written contract they have agreed with the childminder.

2.1 The registered person has a written contract agreed with parents. This sets out the expectations of both parties as to the care of the child, activities provided and business arrangements.

2.2 The written contract includes such matters as:

- Arrival and collection times
- Arrangements in the case of sickness
- Administration of medicines
- Holidays
- Retainers
- Any special dietary needs
- Arrangements in the case of emergency
- Policy on behaviour and sanctions

- Policy concerning lost or missing children
- Financial matters and fees including charges during absences
- Policy on equal opportunities
- Arrangements for making complaints to the registered person and to the Early Years Service of the HSC

PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

STANDARD 3: ASSESSMENT

OUTCOME

All children placed with a childminder have their needs and preferences identified and their parents know how these needs will be met.

3.1 The registered person ensures that they have identified the needs and preferences of each child, as far as is practicable before they are placed with them.

3.2 The registered person encourages the parent and child to visit the childminder's home before the placement begins to ensure the needs of the child are clearly identified.

3.3 The registered person seeks parents' views about their child's preferences, needs and abilities, and any other information which is required to ensure that the childminder is able to provide a good level of care for the child.

STANDARD 4A: MEETING INDIVIDUAL NEEDS

OUTCOME

Parents know that the childminder plans for and meets their child's individual needs and preferences.

4A.1 The registered person is able to demonstrate that they have the capacity to meet the assessed needs of children placed with them. They are able to identify the action required if they consider a child has special needs.

4A.2 The registered person has the skills and experience required to be able to plan for and address a child's individual needs and preferences.

4A.3 The registered person understands and caters for the needs and preferences of children from minority ethnic communities including their social, cultural and religious practices.

4A.4 Where a registered person identifies a child in their care as possibly having special needs, the registered person discusses their observations with the child's parent. Where appropriate, the registered person is willing to meet a child's particular needs through the provision of special equipment.

4A.5 The registered person ensures the privacy of children when intimate care is being provided.

4A.6 The registered person involves the children in the planning of activities according to their age and understanding.

STANDARD 4B: SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

OUTCOME

Parents know that the registered person is able to provide for their child's special needs; this could include special educational needs and disabilities.

4B.1 The registered person ensures that appropriate action is taken when special needs are identified, and promotes the welfare and development of the child in partnership with the parents and other relevant parties.

4B.2 Registered persons have regard for any current local Codes of Practice for the identification and Assessment of Special Educational Needs.

4B.3 Registered persons have a written policy statement about special needs. This is consistent with current legislation and guidance and includes both special educational needs and disabilities. It is available to parents.

4B.4 Arrangements are designed to meet the needs of individual children who attend and have special needs.

4B.5 The physical environment is, as far as is reasonable, suitable for children with disabilities.

4B.6 Children with special needs attending childminding have access alongside their peers to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their welfare and development.

4B.7 Registered persons consult with parents about the need for any special services and equipment for the children in their care.

STANDARD 5: WORKING IN PARTNERSHIP WITH PARENTS

OUTCOME

Parents are kept fully involved as partners in, and informed about, their child's activities and development.

5.1 The registered person works in partnership with parents to meet the needs of the children, both individually and as a group.

5.2 The registered person recognises and respects the parents' primary responsibility for their children.

5.3 The registered person shares with parents details about what their child has achieved during the day, and any significant event or changes in behaviour. This may involve keeping written notes, if necessary.

5.4 Children are only released from the care of their provision to individuals named by the parents.

5.5 The registered person is aware of the need to maintain privacy and confidentiality about matters concerning family and children. The registered person knows when to share information appropriately in, for example, child protection cases.

5.6 The registered person ensures that parents receive information on the policies and procedures operating within the setting.

5.7 Regular information is provided for parents about activities provided for the children.

STANDARD 6: INDIVIDUAL RECORDS

OUTCOME

Parents and the Early Years service of the HSC have access as appropriate to a full range of records maintained by the registered person for the smooth running of the setting.

6.1 The registered person maintains a full range of detailed records on each child.

6.2 The registered person ensures that children's records contain information that enables appropriate care to be given.

6.3 The registered person keeps records, which include:

- The name, address, date of birth and gender of all children looked after in the provision
- Telephone number of each child

- Names and addresses of parents, places of work and telephone numbers in case of an emergency. Parents should also be asked to give an alternative contact name, address and telephone number for emergencies
- Daily records of attendance
- A record of accidents, serious illnesses and other significant events and a record of any medicines administered, or first aid given
- Details of child's GP and health visitor (if applicable) and details of any allergies and other health information including any special needs.

6.4 Records about any individual child are shared with that child's parent, except where this would place the child's welfare at risk.

6.5 The registered person asks the parent or other adult collecting the child to sign the record of any accidents to acknowledge the entry.

6.6 The registered person retains records about individual children for a period of at least three years after the last date on which the children attended. The registered person retains records in line with the terms of their insurance.

6.7 The HSC is informed of the following immediately:

- Any changes in the personnel running the home, the person in charge, members of staff and people living on the premises
- Any change in the name or home address of any of the above
- Any significant changes to the premises or any change of address
- Any significant changes to the type of care or in the hours in which the care is provided
- Any infectious disease, serious injury or death
- Any instances of children going missing
- Allegations of serious harm or abuse by any person (e.g. a member of family) which is alleged to have taken place on the premises
- Any other significant event likely to affect the suitability of the registered person, or likely to affect the welfare of the child.

6.8 The registered person retains a copy of the most recent inspection report from the Early Years Service of the HSC, together with any actions required. These documents are available to parents.

6.9 Records about individual children are kept secure and confidential.

6.10 The records are always available for inspection by the HSC.

QUALITY OF LIFE AND LEARNING

STANDARD 7: OPPORTUNITIES FOR PLAY AND LEARNING

OUTCOME

Children experience a range of activities which assist with their emotional, physical, social, intellectual language and creative development.

7.1 The registered person organises care for each child so as to support their learning and meet their development needs.

7.2 Registered persons encourage, and create an environment, which encourages, children to be confident, independent and develop their self-esteem.

7.3 The activities provided for children are appropriate for their age and stage of development.

7.4 Registered persons provide activities and first hand experiences that promote children's natural curiosity to learn, to develop children's emotional, physical, social, creative and intellectual, including language, capabilities, and to use their imagination, thereby enabling children to make sense of the world around them.

7.5 Registered persons provide a variety of activities so that children are given every opportunity to develop physical, intellectual and social skills. Registered persons promote cultural awareness.

7.6 Registered persons listen and value what children say, they talk with them about what they are doing and actively encourage children to explore their full potential.

7.7 Registered persons help children to develop a sense of what is right and wrong.

7.8 Registered persons meet children's individual needs and promote their welfare.

7.9 Registered persons encourage the building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances.

7.10 Registered persons observe and record what children do and use their observations to plan the next steps for the children's play, learning and development.

7.11 Registered persons organise resources so that they are readily accessible to children to support children's play and learning.

7.12 Registered persons give children the opportunity to be active, indoors as well as out, and time to relax.

7.13 Registered persons understand and use any local guidance concerning desirable outcomes for children's learning before compulsory school age.

QUALITY OF CARE AND TREATMENT

STANDARD 8: NURTURE AND WELLBEING

OUTCOME

Children feel secure, happy and comfortable with their carers and in the environment.

8.1 The registered person provides care and pursues policies which promote good relationships, security, self-esteem and confidence for children, in a nurturing atmosphere.

8.2 Registered persons maintain a nurturing approach to children, providing warm, gentle and responsive care.

8.3 Registered persons and children are relaxed and at ease with one another.

8.4 Communication is positive and encouraging and children are listened to. There is eye contact and generally communication is at the child's level.

8.5 Children develop confidence and self-esteem in the home.

8.6 Registered persons ensure that the settling in process and separation from parents or carers minimises distress and anxiety.

STANDARD 9: BEHAVIOUR

OUTCOME

Parents know that their child's behaviour is managed in ways they have agreed, and in such a way as to promote their child's welfare and development.

9.1 Registered persons are able to manage a wide range of behaviour in a way which respects the wishes of parents and promotes the welfare and development of children.

9.2 Registered persons produce a written policy on behaviour management, including bullying, which states the methods used to manage children's behaviour. This is fully understood, followed and discussed with parents.

9.3 Registered persons create an environment that encourages acceptable behaviour.

9.4 Registered persons have consistent expectations about acceptable behaviour, respecting individual children's level of understanding and maturity.

9.5 Registered persons apply, when appropriate, sanctions in the case of unacceptable behaviour which take account of the age and understanding of the child, are given at the time, and are relevant to the behaviour and to the range of available sanctions.

9.6 Registered persons keep parents informed about the policy on modifying unacceptable behaviour and the range of available sanctions.

9.7 Physical punishments, or the threat of them, are not used. Children are never shaken, smacked, humiliated, shouted at, intimidated or shamed.

9.8 Adults do not use any form of physical restraint/intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, or an adult or serious damage to the property. Any incident is recorded and the parent informed of the incident on the day.

STANDARD 10: HEALTH CARE

OUTCOME

Children's health care needs are identified and addressed as appropriate by the childminder.

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

10.2 The registered person in consultation with the child's parent(s) addresses the child's health care needs, taking any action that is necessary in agreement with the parents.

10.3 The premises and equipment are clean and hygienic.

10.4 The registered person is informed and aware of the importance of good hygiene practice in order to prevent the spread of infection.

10.5 Children are encouraged to learn about hygiene through the daily routine.

10.6 The registered person ensures that any animals on the premises are safe to be in the proximity of children and do not pose a health risk. In no circumstances should animals be either (a) left unattended with children or (b) transported in a vehicle with children unless kept secure and separate from children.

10.7 Sandpits are protected from contamination and the sand is clean.

10.8 Those responsible for the preparation and handling of food are fully aware of and comply with regulations relating to food safety and hygiene.

10.9 There is a first aid box that is checked regularly and the contents replaced as necessary. This is readily accessible, but out of reach of children.

10.10 The registered person has undertaken a recognised course in first aid for infants and young children that is updated in accordance with current HSC guidelines.

10.11 The registered person makes sure that the parents inform them about their child's health care needs.

10.12 The registered person and parent(s) have discussed the possibility of emergency hospital visits, and the registered person acts in line with parents' prior written permission.

10.13 There is a policy about the exclusion of children who are ill or infectious which is discussed with parents. This includes a procedure for contacting parents or another adult designated by the parent if a child becomes ill while in the registered person's care. The registered person notifies other parents if a child attending has been diagnosed as having an infectious disease, if appropriate.

10.14 No child is received if the child appears to be ill. If a child becomes unwell during their time with the registered person, care is taken to prevent possible infection. The registered person notifies the parent as soon as possible.

10.15 Where the registered person identifies a possible need for specialist help for a child, such as speech therapy, the registered person tells the parent so that they may take the appropriate steps to obtain advice.

10.16 There is no smoking in front of or in the vicinity of children. There is no smoking by the childminder while providing care.

STANDARD 11: MEDICATION

OUTCOME

Children receive the prescribed medication they require from the childminder.

11.1 If administering medication to a child, the registered person does so only following written agreement with the parent and with an understanding of the possible side effects of the medication.

11.2 All medicines are stored in their original containers, are clearly marked (and, in the case of prescription-only medicines, are clearly labelled with the child's name) and are inaccessible to children. The registered person ensures medication is not received into the setting if it is out of date. The registered person finds out from the person delivering the child exactly when medication was last administered.

11.3 If the administration of any prescribed medication requires technical/medical knowledge, the registered person obtains training from a qualified health professional specific to the needs of the child.

11.4 Written records are kept of all medicines administered to children, and parents sign the record book to acknowledge the entry.

11.5 Prescribed medicines are not administered unless a doctor has prescribed them for that child.

STANDARD 12: FOOD AND DRINK

OUTCOME

Children are provided with regular drinks and food in adequate quantities for their needs.

12.1 The registered person ensures that the children receive varied and nutritious food that is prepared in an appropriate manner, adequate in quantity and consistent with the requirements of the parents, and meets the religious, cultural and dietary requirements of children.

12.2 Children who stay for the whole day are offered a midday meal and other snacks and drinks routinely. (Meals may be supplied by the parents.)

12.3 Fresh drinking water is available to children at all times.

12.4 The registered person obtains and records information from parents about each child's dietary requirements, preferences and food allergies, and acts in line with this information.

12.5 All food is stored safely and, if necessary, in a refrigerator. If parents provide packed lunches, they are informed of what can be stored safely.

12.6 There are facilities for children to sit at tables for their meals.

STAFFING

STANDARD 13: THE CHILDMINDER AS SUITABLE PERSON

OUTCOME

Parents and children can be sure that the registered person is suitable.

13.1 The registered person is suitable, and has the appropriate skills and experience necessary to address the needs of the children.

13.2 The registered person, and any other person over the age of 16 living or regularly present in the household, undergo a vetting procedure as required by the HSC in order to establish their suitability. The vetting procedure complies with the regulations and includes an enhanced police disclosure check. All checks are completed before the registered person commences caring for children.

13.3 The registered person can evidence their suitability against the following criteria:

- Knowledge of child development
- Previous experience of looking after or working with young children
- An ability to provide warm and consistent care
- Adequate linguistic ability, both verbal and written
- A commitment, knowledge and understanding of how to treat all children as individuals
- Good physical health, mental health, integrity and flexibility.

13.4 The registered person is at least 21 years of age.

13.5 The registered person has successfully completed a recognised relevant childcare course, or will complete such course as may be required by HSC within an agreed timescale. The timescale should be no later than five years after the introduction of these standards. Any childminders registered after the introduction of these standards need to meet this standard within two years of registration, in order to ensure continued registration.

13.6 The registered person has completed an HSC approved first aid course, which includes training in first aid for infants and young children before, or within six months of, commencing childminding. A current first aid certificate is maintained.

13.7 At no times should alcohol be accessible to children on the premises. The registered person should not be under the influence of alcohol either during working hours or prior to and sufficiently close to a period of work such that performance may be adversely affected. The registered person should ensure that, if taking medication which may make them drowsy or affect their performance, they review or restrict the service being provided to ensure that the safety and care of children is not affected.

CONDUCT AND MANAGEMENT OF THE SERVICE

STANDARD 14: ADULT: CHILD RATIOS

OUTCOME

Children's needs are met through a ratio of adults to children which conforms with the required adult: child ratios.

14.1 The registered person meets the required adult: child ratios.

14.2 The maximum number of children for whom a registered person may care at any one time is as follows:

- Six children under the age of eight years;
- Of those six children, no more than three may be under five years of age;
- Of the three children permitted to be under five years of age, normally no more than one may be under one year of age, although exceptions can be made for twins;
- Any care provided for children aged eight to fourteen years of age is not allowed adversely to affect the care provided for children under eight years of age.

14.3 The ratios include the registered person's own children and any others for whom the registered person is responsible and who are on the premises.

STANDARD 15: EQUAL OPPORTUNITIES

OUTCOME

All children receiving a service from a childminder are treated with equal concern and respect.

15.1 The registered person actively promotes equality of opportunity and anti-discriminatory practice for all children.

15.2 All children and adults are treated with equal concern and the registered person complies with relevant anti-discriminatory legislation and good practice. The registered person promotes equal opportunities in the areas of admission to care and access to the resources, activities and facilities available, and cultural awareness.

15.3 The registered person ensures that all children have equal access to the appropriate range of activities and facilities available.

15.4 The registered person ensures that children's records contain information that enables care to be given appropriate to a child's cultural and ethnic background.

STANDARD 16: FINANCIAL PROCEDURES

OUTCOME

Children and their parents are safeguarded by the childminder operating sound financial procedures.

16.1 The registered person ensures that effective financial procedures are operated.

16.2 The registered person carries adequate public liability insurance, and valid insurance for vehicles if used.

STANDARD 17: QUALITY ASSURANCE

OUTCOME

The children and their parents receive a childminding service that is effectively monitored.

17.1 The registered person ensures that they have an effective quality assurance and quality monitoring system. This is based primarily on the views of the children and their parents. It enables them to measure the success of their service in meeting the assessed needs of the children.

17.2 The registered person takes account of the advice and recommendations of the HSC and any professional bodies they may be affiliated to.

17.3 The registered person provides co-operation and participates in questionnaire initiatives administered by the HSC.

COMPLAINTS AND PROTECTION

STANDARD 18: COMPLAINTS

OUTCOME

Children and their parents are confident that their complaints will be listened to and acted upon.

18.1 The registered person operates a simple, clear and accessible complaints procedure.

18.2 The registered person has a written complaints procedure which is available to parents and which includes information about how to contact the relevant person at the HSC.

18.3 The registered person considers and/or investigates all complaints.

18.4 The registered person ensures that the complainant is notified of the outcome.

18.5 The registered person keeps an accurate and detailed record of all complaints, which include the following information:

- Name of complainant
- Nature of complaint
- Date and time of complaint
- Action taken in response to complaint
- Result of complaint investigation
- Information given to complainant

18.6 The registered person ensures that all complaints are handled in a sensitive and confidential manner.

STANDARD 19: CHILD PROTECTION

OUTCOME

Parents have the confidence that the childminder takes all reasonable steps to protect children from harm.

19.1 The registered person develops and implements a child protection policy which links into local child protection procedures, and which includes contact names and telephone numbers.

19.2 The registered person undergoes a child protection training course as deemed acceptable by HSC.

19.3 The registered person is aware of the local guidance or procedures on child protection, and knows whom to contact if concerned about a child.

19.4 The registered person ensures that any concerns are kept confidential to as few people as need to know about them.

19.5 The registered person is aware of possible symptoms of children at risk and is aware of their responsibility to report concerns to the relevant persons according to local guidance. This will include notifying the relevant person of the HSC.

19.6 The protection of the child is the registered person's first priority.

19.7 Written permission should be obtained from parents before photographs or video or other recordings are taken of children.

THE PHYSICAL ENVIRONMENT

STANDARD 20: THE PREMISES

OUTCOME

The children receive a service in premises that are safe, secure and suitable for their purpose.

20.1 The premises are made welcoming to children and parents.

20.2 Apart from normal domestic/home activities, the registered premises are for the sole use of the facility during the hours of operation.

20.3 The premises are safe, secure, free of hazards, and suitable for their purpose and are maintained in a suitable state of cleanliness, repair and decoration. They provide adequate space and offer access to the necessary facilities for a range of activities that promote their care and development.

20.4 The premises are clean and hygienic, well lit with adequate natural lighting, and adequately ventilated.

20.5 The registered person ensures that the requirements of the local planning, building control and fire services are met.

20.6 There is access to a telephone on the premises. This may be a mobile phone provided it is kept adequately charged and has good access to the network from the premises.

20.7 There is sufficient indoor playing space to enable children to experience a variety of activities.

20.8 There is sufficient space and appropriate furniture and equipment to enable children to sleep or rest during the day; this might involve a separate room such as a rest room.

20.9 Rooms are maintained at a temperature of at least 18 degrees Centigrade (65 degrees Fahrenheit).

20.10 There are suitable washing and toilet facilities; towels used by children are changed daily.

20.11 Each child has their own bed linen, flannel and toothbrush if they are used (these can be provided by parents or registered persons).

20.12 There is an area where confidential information and necessary records can be kept.

20.13 There is a kitchen that is adequately equipped to provide meals and snacks for children on the premises. Exceptionally, if this is not available, the registered person will show how adequate arrangements will be made to provide food and drinks for children.

20.14 Food preparation and food storage areas conform to environmental health and food safety regulations.

20.15 Arrangements are made to ensure that an adequate supply of clean bedding, towels, protective clothing, spare clothing etc. is always available.

STANDARD 21: EQUIPMENT

OUTCOME

Children benefit from access to furniture, equipment and toys that are appropriate and suitable for their needs.

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

21.2 There is sufficient and appropriate equipment such as suitable chairs, tables, stair gates, bedding and buggies, and/or fitted child car seats so that a good range of quality care can be provided.

21.3 The registered person ensures that their equipment and toys:

- Are appropriate to the ages and development of the children
- Conform to the BS EN where this benchmark exists
- Are checked regularly for signs of wear and tear that could affect safety
- Are used in accordance with the manufacturers' instructions
- Are of sufficient quality and quantity to be adequate for the number of children attending.

Additionally, where play areas are used during outings, registered persons ensure that the children use age-appropriate equipment and do not use faulty equipment.

21.4 The registered person ensures that sufficient, suitable toys and play materials are available to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. These are appropriate for the ages and individual development needs of the children attending and promote their cultural awareness and equal opportunities.

STANDARD 22: SAFETY

OUTCOME

Children have their needs met in settings that are safe.

22.1 The registered person takes positive steps to promote safety at all times, and ensures proper precautions are taken to prevent accidents.

22.2 The registered person takes reasonable steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The registered person is aware of, and complies with, health and safety requirements.

22.3 A health and safety policy is available that identifies good practice to be carried out within the establishment.

22.4 Gas and electrical appliances and fittings conform to safety requirements, are properly guarded and do not pose a hazard to children. Appropriate annual checks are carried out and records of certificates are kept. Electric sockets in areas accessible to children are fitted with socket covers.

22.5 The premises and outdoor play area are secure and children are not able to leave unsupervised. Children are supervised at all times.

22.6 Outdoor areas are safe for children and all dangerous features protected:

- All ponds, drains, swimming pools, water butts, Jacuzzis and any natural water are made safe
- Sandpits are covered when not in use.

22.7 Hazardous indoor or outdoor plants are avoided or made inaccessible to children.

22.8 Any door or structure fitted with glass is safety glass or is covered with protective plastic film.

22.9 Greenhouses, garages and sheds should not be accessible to children.

22.10 The registered person has been visited by the Fire Safety Officer before registration and satisfies the Fire Safety Officer that children can be evacuated safely.

22.11 The registered person has devised and practised an emergency escape plan in the event of fire. Exit doors are easily accessible and easily opened.

22.12 Fire blankets, extinguishers, alarms, smoke detectors and carbon dioxide detectors, which conform to BS EN standards, are provided as required by the fire service. These are checked to the frequency specified by the manufacturer and kept in working order.

22.13 The registered person complies with any recommendations made by the Fire Safety Officer.

22.14 The registered person has either undertaken fire safety training or has a good understanding of fire safety issues before registration.

22.15 Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers. Any vehicle used to transport children is properly maintained, conforms to legal requirements, and drivers have a valid licence and appropriate insurance.

22.16 Parents give written consent for their children to be transported in a vehicle.

22.17 All children are restrained in an appropriate car seat or seat belt as required by law. The vehicle is fitted with child safety locks to the doors and these are used. Good practice is followed in dealing with vehicle airbags.

22.18 Children are not left unattended at any time on outings or in a vehicle.

22.19 In the event of a child going missing the registered person has a policy which sets out a clear action plan concerning what to do and whom to contact.

22.20 Chemical preparations of any sort, whether in the form of medicines, household cleaners, paints, pesticides or other such substances should be kept out of sight and reach of children, in locked cupboards or cupboards with safety catches.

22.21 The registered person informs parents if there are pets such as cats and dogs, or if there are likely to be any "visiting" pets, in particular, dogs, brought in to the premises.

22.22 Children are not left unsupervised where cats or dogs are present.

Annexe A Overnight Care

These additional criteria to be met by registered persons who wish to care for children overnight.

ADULT: CHILD RATIOS

A.1 The adult: child ratios for the day time registration are maintained overnight.

PREMISES

A.2 Children staying overnight each have a suitable bed or cot and clean bedding, and there should be adequate heating in the premises.

A.3 Children have access to adequate toilet and washing facilities. The privacy of children is respected during bath time and when undressing. The registered person and family members respect best child protection practice.

SAFETY

A4 The sleeping areas are kept free of health and safety hazards.

A5 Sleeping areas to be used by children are inspected by the Fire Safety Officer and all recommendations for safe emergency evacuation are met before any child is looked after overnight.

A6 Appropriate security systems are in place in order to protect the premises from unauthorised entry. No one over the age of 16 years who has not been police checked stays on the premises overnight.

HEALTH

A7 There is a good general level of hygiene, decoration and cleanliness in all sleeping areas.

FOOD AND DRINK

A8 Suitable meals, feeds and drink are provided. Requirements are discussed with parents in advance.

WORKING WITH PARENTS

A9 Parents are shown and consulted with about all the arrangements that will be made and are in place for their child to be looked after overnight.

A10 Providers request information from parents on the child's sleeping habits and any problems which may arise during the night, i.e. bedwetting, nightmares etc. and seek to ensure a consistent and sensitive approach.

CONTRACT

A11 No child is received into the provision without emergency contact numbers being provided.

A12 A contract is obtained and signed by the parent, stating all relevant details about the child and their care, including the name of the emergency contact and confirmation of their agreement to collect the child during the night if necessary.