

# Childminding Assistant Policy and Procedure

I am required to take all necessary steps to keep children safe and well; and ensure the suitability of adults who have contact with children. This applies to any assistants employed. To meet the requirements of the Early Years Foundation Stage and the Childcare Register I must:

- Hold Employer's Liability insurance.
- Retain a copy of the letter from Ofsted which confirms suitability of the person being employed to be my assistant.
- Ensure I have received the Disclosure and Barring Service (DBS) check before the assistant is allowed to start work with the children in my care. (3.10)
- Ensure assistants disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. (3.11)
- Check all details on the DBS and consider if any further checks are required. (I will note and retain the DBS reference number, and date of issue before returning the DBS to the assistant.)
- Confidential information and records about assistants are held securely and only accessible and available to those who have a right or professional need to see them. The Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 will be adhered to. (3.69)
- Ensure that all assistants receive induction training to help them understand their role and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, my equality policy, and health and safety issues. All policies and procedures are read and the assistant signs to say they understand them.
- Ensure assistants have sufficient understanding and use of English to ensure the well-being of children. For example, they must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene. (3.26)
- Ensure a training plan will be developed for the assistant.
- Ensure assistants follow policies and procedures. (3.3)
- Be accountable for the quality of the work of assistants, and must be satisfied that they are competent in the areas of work undertaken.
- Ensure assistants hold a current paediatric first aid certificate if they are to be in sole charge of the children for any period of time. (3.25) In any event, the assistant will be asked to complete the Local Authority approved 12 hour paediatric first aid course.
- Ensure each assistant will care for the number of children permitted by the ratios specified in the Early Years Foundation Stage. (3.43)

- Ensure children are not left in the sole care of an assistant for more than 2 hours in a single day. Written permission from parents to say that this is acceptable must be in place. (3.43) (CR1.6)
- Provide support, advice and guidance to assistants on an ongoing basis and on any specific safeguarding issues as required. (3.5)
- Support assistants to understand my safeguarding policy and procedures, and ensure they have up to date knowledge of safeguarding issues. Assistants are made aware of the procedure to be followed in the event of allegations being made against another adult. Safeguarding training is made available to assistants and they must be able to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. (3.6)
- Ensure assistants are not under the influence of alcohol or any other substance which may affect their ability to care for children. (3.17)
- Have appropriate arrangements in place for the supervision of assistants. Effective supervision provides support, coaching and training for the assistant and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues. (3.19)
- Hold regular supervision with assistants to provide opportunities for assistants to:
  1. discuss any issues – particularly concerning children’s development or well-being;
  2. identify solutions to address issues as they arise; and
  3. Receive coaching to improve their personal effectiveness. (3.20)
- Ensure that regular appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for assistants. Assistants will be supported to improve their qualification levels wherever possible. (3.22)
- Ensure that children are adequately supervised and decide how to deploy assistants to ensure children’s needs are met. Children must usually be within sight and hearing of the childminder or assistant. (3.27)
- Ensure only those assistants aged 17 or over may be included in ratios. The Childcare Register requires that any person aged under 18 caring for children is supervised at all times. (CR1.10)
- Have the necessary skills to advise assistants on behaviour issues. (3.50)
- Take reasonable steps to ensure the safety of assistants and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. (3.54)
- Have in place some written risk assessments in relation to specific issues, to inform staff practice. (3.63)
- Ensure that assistants understand the need to protect the privacy of the children in my care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. (3.69)

- Ensure that those practitioners only work directly with children if medical advice confirms that the medication is not likely to impair that staff member's ability to look after children properly. (3.18)
- Ensure staff medication on the premises must be securely stored, and out of reach of children at all times. (3.18)

Name of Childminder: .....
Signature of Childminder .....
Date:.....