

Policies and Procedures

Having written policies and procedures statements helps you to clearly set out the way you run your business, and provide evidence of this to parents and your registering authority, as well as helping you to meet the requirements of the Early Years Foundation Stage framework. It will also make it easier to share information with assistants and to show your setting is well organised.

Policies and procedures should be seen as continually evolving documents. Each policy or procedure should be revisited, amended or enhanced in light of any change in circumstances, new training you receive or new children or equipment at the setting. It is good practise to review your statements annually to ensure they are up to date and continue to be workable but it may be necessary to review them sooner if there is a significant change (for example in the way you are inspected or regulated, or numbers of children that attend your setting) that may affect your practice.

Because of the need to keep policies and procedures up to date it is a good idea to include the date the statement was prepared or last reviewed on the sheet. When you share your policies and procedures with an assistant or parent/guardian, you may wish to consider having a document that you can record the date they have viewed the statements, the fact that they have read and agreed to the policy/procedure(s) and their signature to confirm this.

Your policies and procedures can be hand written or prepared on computer as long as they look professional and can be read by all parties. The spare sheets in this pack have been designed to enable you to prepare them in either way. You can begin each policy with a simple and direct policy statement and follow this with further details about the way the policy will be carried out, know as the procedure.

Be aware that your inspector will be paying careful attention as to whether you have considered and tested the workability of a policy/procedure and revised the statement if necessary before preparing the written statement.

This pack provides you with guidance notes to assist you in preparing your policies and procedures. It is not intended for you to copy but instead to give you key points to consider when devising your own policies to fit your own individual circumstances and childminding practice. You can draw on your own situation without naming any of the children in your care. This pack has been developed in conjunction with the other packs in your Childminder Organiser. When preparing your policies and procedures you should take note of any statutory requirements, such as the EYFS Statutory Framework. As part of the registration process your registering authority will make you aware of / provide you with details of the guidelines you must follow as part of your registration in order to meet your inspection requirements. For example Childminders based in England should receive a copy of the Practice Guidance and Statutory Framework for the Early Years Foundation Stage when they first register. If this is not received a copy can be printed or requested from <http://nationalstrategies.standards.dcsf.gov.uk/node/157774>. You can contact the Department of Education with any queries regarding this publication on 0870 000 2288.

The policies and procedures that an inspector is most likely to want to see statements for include:

- Behaviour Management
- Equal opportunities
- Outings
- Sick Child
- Special Educational Needs
- Working in partnership with parents and carers
- Confidentiality
- Accidents/Incidents/Emergencies
- Child not collected
- Safeguarding Children
- Complaints
- Fire
- Lost Child
- Healthy Eating

Morton Michel
Alhambra House, 9 St Michaels Road, Croydon CR9 3DD
Telephone: 020 8603 0900
www.mortonmichel.com



Policies and Procedures

We have selected some of the most common policies and procedures as our examples, however this is not an exhaustive list. There may be other policies and procedures that may be appropriate to your setting or that your local inspector will wish to see.

General points for each policy

You should consider the following for each policy you have in place:

- How do you keep up to date with your training and statutory requirements in each area? For example name relevant publications and training courses you may be offered.
- Does the policy help you to meet a specific requirement for the Early Years Foundation Stage (England), National Minimum Standards (Wales) or under your Care Commission registration (Scotland) or your Northern Ireland Health and Social Care Trust registration (Northern Ireland).
- When setting out each policy think about what you will do, i.e. provide a safe, enjoyable environment for children in your care. And what you won't do, i.e. administer punishment, release information to third parties etc.
- Your own 'house rules'?
- A statement to the effect that all parents have access to a copy of each policy.
- Bear in mind any communication issues that may arise if a child or their parents do not share the same first language as you.

Every effort has been made to ensure that this information is accurate at the time of printing, however this document is intended to provide guidance only and Morton Michel will not be held responsible for any loss, damage or inconvenience arising from any inaccuracy, error or omission.

Policies and Procedures

Behaviour Management

Working with parents It is necessary to understand the behaviour management history of each child. So at the outset this should be discussed with parents. It is important to be aware and keep an updated record of parental practises and ideals that may influence your procedures.

The Childminding Contract held in your organiser can help with this as it includes some fundamental behaviour management procedures to be agreed upon from the start. Going through the contract with parents can help to introduce a discussion on the subject of behaviour management. When behaviour issues arise while a child is in your care they must be discussed with the parent, monitored and then reviewed at a later time, perhaps at regular meetings.

Good behaviour/difficult behaviour Managing the behaviour of children is a complex subject and there has been lots written about the subject that you may find helpful. It is important to acknowledge your own behaviour will influence the children in your care. Therefore you should strive to be a consistent role model through calm behaviour and praising and rewarding good behaviour not just to the child but also to others, as well as thinking about how a child's age and level of development will affect their behaviour.

When you are preparing your policy statement you should consider how and why you encourage good behaviour in your setting. Do you use star charts or other forms of reward? Do you lead by example? Why are these procedures important for the development of the children in your care? You should also consider how you deal with inappropriate behaviour. It is important that this is done in an age appropriate, fair and consistent manner. In your statement you can describe some methods you find most effective and why you believe they are effective. If you have experience of a child or children with known specific learning difficulty(ies) (such as autism or ADHD) you should describe any special processes that you have to manage their behaviour, including how you work with parents and outside support. You should also think about further steps you may take if you have ongoing concerns about a child's behaviour that you are unable to resolve.

Identify boundaries (rules) that you set Consistency is helpful in developing good behaviour. Describe the boundaries you have in place for developing good behaviour and how you help the children understand them. These could include:

- Restrictions that you have in place to ensure safety
- How meal times are conducted
- How good social behaviour is encouraged between the children
- How to behave around a family pet
- Tidying up

You may find it useful to reinforce these boundaries by involving the children when you are putting the boundaries in place.

Throughout your statement you should show, wherever possible, how your behaviour management process leads to a positive learning experience for the children.

Policies and Procedures

Equal Opportunities

Safeguarding and promoting children's welfare This policy will demonstrate how you will provide equal opportunities for all in your care, regardless of their gender, race, culture, social background, religion, language or any disabilities or long term illness. This should be in accordance with your registering authority requirements and all current legislation.

Whilst the policy should be broad enough to encompass anyone who may join you in the future it is a good idea to illustrate the way you have adopted the policy to your particular mix of children. It should also show how you respect their differences by supporting their individual needs such as diet and religious or cultural festivals. This type of information can be found out when the child first joins you from the parents and can then be recorded on the **Child Records** forms in your Morton Michel Childminder Organiser.

You could also consider how you would provide positive images/examples and develop equal opportunities through:

- Play and toys
- Food and meals
- Marking festivals and special occasions

You could also consider:

- How would you adapt activities to ensure that all children can participate equally, regardless of age difference or physical or learning ability?
- What if one of the children in your care makes an inappropriate remark?
- Do you have any special resources that can help with understanding and the development of a positive attitude such as dressing up clothes, implements and artefacts?
- How would you encourage your children to respect others and embrace the differences that make each child an individual?

Outings

Safeguarding and promoting children's welfare Written permission must be sought from parents in order to take children on outings and to transport them in a vehicle (if used). There is a clause that covers this in the Morton Michel **Childminder Contract** in your Childminder Organiser. If this has been agreed as part of the contract then it would cover all outings, but you should always inform parents of any outing plans that differ from your normal routine.

Safety The children's safety on outings is paramount. Age and height appropriate restraints must be used in any vehicle in which they are transported, in accordance with current seatbelt legislation. Children must be escorted on the outing at all times and never left alone either at the location or in a vehicle. Outings should be well planned and the children in your control. You can take the **Contact Sheet**, which is held in the front of your organiser out with you in case you need any of the emergency numbers it contains.

Your policy statement could include:

- The type of outings you go on. Are there any outings that you go on regularly (such as local parks, playgrounds, school runs)? Are there some outings that you go on only very rarely?
- What plans do you make before going on an outing?
- How do you ensure the children's safety while you are out? How do you protect them from unwelcome strangers? How do you ensure they are close to you and well supervised at all times?
- Do you ever enlist additional carer support from your registered assistant(s) when going on an outing?
- Do you take a first aid kit, mobile telephone and a contacts list with you?
- Do you give the children wrist bands (available from the www.mortonmichel.com e-shop) or badges to identify them if they become lost?
- Have you made all parents aware of the procedures you will follow if a child becomes lost?
- Do you advise parents of the type of transport being used (including any insurance details or driver details if necessary)?

Policies and Procedures

Sick Child

Safeguarding and promoting children's welfare As a registered childminder you must promote good health to the children in your care, take appropriate action when they are ill and act appropriately to stop the spread of infection. Things you may like to consider for your policy include:

- When would you require a child to stay at home? How long must they be illness free before they return to the setting? These should be in the best interests of both the child concerned and the other children in your care.
- What standard of hygiene do you have? What hygiene rules and procedures do you have in place? These may include promoting hand washing, use of tissues, clean towels or paper towels and gloves where appropriate.
- Do you have any pets? If so, do you have any rules relating to health and hygiene such as ensuring that the children do not come in to contact with litter trays and feeding bowls? What is your policy for ensuring that your pets are wormed and free from fleas and that the pets pose no health risk?
- What are your food handling practises?
- What procedures do you have in place to deal with the cleaning up of toilet training accidents and other bodily fluids?
- The procedures you will follow if a child is taken ill whilst in your care, these should be agreed with the parents and may require immediate collection of the child. (Emergency procedures and permissions must be obtained when completing your **Childminding Contract** and **Child Record Forms**.)

You must notify Ofsted of any instances of communicable diseases as defined by the Health Protection Agency (www.hpa.co.uk). Ofsted should also be notified if two or more children are affected by food poisoning or if any child has a serious infectious or notifiable disease.

Administering Medication [Please refer to Special Conditions 1a and b and 2 in your Morton Michel policy wording for full terms and conditions regarding the administration and provision of occasional, regular, or emergency treatment or medication.]

You must comply with all registering authority guidelines regarding the administration of drugs and medicines. Your **Medication/Treatment Records** pack will help meet these requirements, including recording the product details, date and time of administration, name of person administering medication and parental signature.

Before any medication is administered, whether it is prescription or non prescription you must have full instructions and clearance from a child's parent. This must be kept safely with your records. It is always important to know about any medication a child has been given before arriving in your care. The **Medication/Treatment Records** pack in your organiser includes advice and information as well as forms to support the administration of long and short term medication. You should read the notes accompanying these forms when preparing your policy. The **Childminding Contract** also includes pre-agreed arrangements relating to illness for you and your family and the children in your care. For example it will allow you to detail what you will do and your charges if a child is excluded due to illness and also what you will do if you are unable to care for the children due to illness suffered by you or a family member.

Non-prescription medication, such as cough preparations and teething gel, should only be given when there is a clear health reason. If a particular preparation is to be given on a 'when required' basis, written consent should be obtained from the parents when you first start looking after the child and checked at regular intervals to take in to account any changes. It is sensible to contact the parent by phone before administering any non-prescription medication in case there has been a change in circumstances, and request a signature on your **Medication/Treatment Forms** at the end of each day.

It is also important to consider where and how you will store the medication, clearly labelled with the child's name and out of reach of minded children.

Policies and Procedures

Working in Partnership with Parents and Carers

Safeguarding and promoting children's welfare You must take all necessary steps to safeguard and promote the welfare of the children in your care.

Working in partnership with parents will help to provide a happy, caring and stable environment for the child and your policy statement should show that you value this partnership. Having a good relationship with parents also facilitates the easy exchange of information about a child (health, developmental or social).

Get it right from the start Going through the **Childminding Contract** held in your Childminder Organiser will open a dialogue with a child's parents and will clarify the expectations of both parties as to the care of the child, activities provided and business arrangements as well as provide a record of valuable contact details. It is important that this becomes a signed agreement. It is also important to complete the Child Records Form with the parents at the outset. This is also held in your Childminder Organiser and includes various emergency contact details, basic medical records as well as specific details about the child such as special dietary requirements and child preferences. At this time you could explain to the parents your routines and childcare practices; and offer to show them your policies and procedures statements.

You should also make it easy for the parents to approach you with any problems or issues they may have with the care being provided (fees, hours etc). This will help prevent any small problems from escalating in to a large scale dispute. But don't forget to take advantage of your free legal helplines if necessary. Simply call DAS on 0117 9340567 for help and advice.

Open dialogue An open dialogue between yourself and the parents or carers is vital – how will you make sure this happens on a day to day basis? Will you have a contact book? Verbal communication? Email? Which way would work best for both of you? What sort of information would you expect to give parents on a daily basis (for example their progress towards the early learning goals, activities, meals, accidents)?

What sort of information would you expect the parents to provide to you (for example has the child been unwell, or have their been any changes in their home circumstances that could affect their well-being)?

You should also emphasise the importance of parents keeping you up to date with any change of contact details such as their address, telephone number, doctor or emergency contacts.

If you have a significant concern about a child regarding development, behaviour or other important issue, it may be useful to encourage the parents to arrange a time for a private discussion. The parents should be assured by you that any information given to them by you about their child will be treated in the strictest confidence, and only shared with others on a need to know basis.

Child's welfare The parent should know that if you have a concern about the child's welfare during the day, every effort would be made to contact them on the emergency numbers provided. They should also know that you can only release their child to individuals that they have named. If you are not familiar with that person you may need to see suitable identification.

Annual review You could arrange an annual review meeting with the parents to go through all the records on the child and your agreed procedures. If necessary these should be revised.

Policies and Procedures

Confidentiality

Organisation Maintaining records, policies and procedures will allow you to safely and efficiently manage your setting and meet the needs of the children in your care.

Keeping records Make sure you store all the important legal documentation about your business in a safe and secure location. This should include details of your registration, Public Liability insurance, household and Motor Insurance.

You should also think about the methods you use to store your records and how you keep these secure. For example a locked filing cabinet/cupboard, password protected files on your computer etc.

Your Registration Certificate should be made available to parents and be displayed at your premises. Parents and your registering authority may request to view your records at any point.

Make sure you are aware of the legal responsibilities of storing sensitive personal data under the Data Protection Act 1998 and the Freedom of Information Act 2000. Think about the length of time you may need to keep information. Current legislation states that a child may bring a claim against you for an incident until they are 21 years and 3 months old. So for example accident/incident records and insurance documents may need to be stored for longer periods alongside any other records you deem necessary.

You must also make parents aware of the times when you will be required by law to share information with third parties without their consent, such as child protection cases.

This procedure will reiterate many of the points raised in your 'Working in Partnership with parents and carers' procedure so you may wish to think again about important information that needs to be kept updated and home issues a parent may need to advise you of.

Accidents/Incidents/Emergencies

Make use of other sections within your organiser. Before preparing your procedures statement for Accidents/Incidents/Emergencies you should read the cover note that comes with the Accident/Incident Records pack. This gives general advice on how to manage a situation should an accident or incident occur. It also includes easy to use forms that should be completed and then signed by the parent and witnesses, as soon as possible after an accident has occurred. It is also important that your Contacts sheet, which is kept at the front of your Childminder Organiser, is completed and kept up to date.

The **Child Records** form in your Childminder Organiser must always be completed for each child and signed by the relevant parent or guardian as soon as the child joins you. This form allows for emergency procedures to be agreed in advance with the parents as well as giving agreed emergency contacts and basic medical records. The **Childminding Contract** also includes pre-agreed emergency procedures.

Consider your own circumstances You need to consider how you would handle an incident given your own circumstances. For example:

- What are your first aid qualifications and where is your first aid equipment?
- How would you deal with your other children whilst attending to an injured child?
- If it is necessary for the child to go to hospital, what form of transport would you use?
- Would you accompany the child to hospital?
- Who would deal with the other children in this case? Do the parents have full details of your emergency cover? You may wish to give names and details.
- What happens if you have an accident?
- Following the incident, do you need to inform your registering authority and insurance company (Morton Michel) or obtain any help or advice from your free legal helpline?

Make a check list A simple check list will help guide you through the accident/incident and will help ensure all relevant people are contacted and that all records are completed following the incident.

Policies and Procedures

Child Not Collected

Emergency contacts Usually the first thing that anyone will do if a child is not collected is get in touch by phone with a parent, guardian or another authorised person appointed by the parents. You will find your Childminding Contract is particularly helpful in this as it allows for three emergency contacts and the details of any other person(s) that may collect the child other than the parents. The Contract also includes some agreed terms about the collection of a child. For quick reference the **Contacts** sheet in the front of the Childminder Organiser also gives you space for emergency contact numbers for each child and allows space for the details of two back-up carers, should you need them.

Keeping a child safe You must ensure that any distress suffered by the child is kept to a minimum, and emphasise that their safety is of paramount importance. Your procedures statement should demonstrate how you would achieve this. Other points to consider include:

- At what point would you get in touch with the parents/emergency contacts?
- How would you handle the situation if you had an important appointment already arranged for yourself?
- How would you deal with the situation if the parent is habitually late? Please refer to Part 2 page 2 of 2 of your **Childminding Contract** for details of late collection fees.

Lost child

Prevention You should demonstrate the measures you would put in place to avoid losing any of your children.

Things you may wish to include:

- How would you ensure all children stay close to you when you are away from home (for example holding on to the pram, use of wrist strap or harnesses, etc)?
- How would you encourage children to stay safe (such as telling them to stay close to you, not to speak to strangers, if they become separated from you to speak with a policeman or someone behind a shop counter etc).
- Use of wristbands/badges while you are out, with your mobile number on them.

Lost child On discovering that you have lost a child you should immediately make a search of your surrounding area, request help from people around you. If you are in a secure area, like a shopping centre you should alert the security staff who can seal off exits and monitor the situation on CCTV. They will need a full description of the child. The other children in your care could become distressed and need reassurance.

If your search is unsuccessful you should inform the police and respond to their advice. Then, as soon as it is practical contact the child's parent.

You should then make a report of the incident on the **Accident/Incident** form held in your organiser and inform Ofsted of the incident.

Policies and Procedures

Safeguarding Children

First priority When preparing your policy and procedures statement on Safeguarding Children you must make it clear that the safety and welfare of the children you look after is your first priority and that you have taken all steps necessary to safeguard and promote the welfare of the children in your care in line with EYFS requirements.

You should also be aware of and keep copies of your Local Safeguarding Children Board procedures. But be aware these are subject to change so you may wish to think about when and how to check for updates and updated legislation (for example online/magazines/government publications etc). Your local Early Years and Children's Services will also be able to advise you as to what information is available, and any training courses being run in your area. You may wish to check <http://publications.education.gov.uk> to view the useful leaflet 'What To Do If You Are Worried A Child is Being Abused'.

You should contact your local Social Services team by telephone if you have any concerns about a child in your care and then confirm what you have told them in writing within two days, making sure to keep a copy of the letter for your files.

You should consider what signs of child abuse or neglect would cause you concern, both physical and behavioural. If any signs become apparent you must consider what you would do, for example:

- How would you respond if a child tells you they are being abused? You may wish to set this out in a step by step guide.
- When would you raise your concern with the parents and when would you not?
- At what point would you raise your concern with the local social services, both formally and informally?
- Would you contact any helplines or the local authority for help and advice?

You should keep details of your local social services and safeguarding children board on the **Contact Sheet** at the front of your Childminder Organiser.

Co-workers and visitors Anybody else working with you should know what to look for and how to deal with the situation if they have any causes for concern. You also need to make checks into their background before they start to work with the children (such as taking out references and CRB checks).

You should ensure that your charges are not left unsupervised with any adults visiting you.

Your **Child Record Form** to be completed prior to a child joining your setting will allow you to obtain information regarding collection of the child including passwords and details of who has legal or parental responsibility for the child. Parents should also be made aware of your safeguarding procedure prior to joining the setting.

Protect yourself In the event a child comes to you with existing injuries, you must record them on the existing injuries form in your Accident/Incident Record pack. It is important the parent signs this form. This should help to protect you against false allegations. Your local Social Services Dept. and Ofsted must be informed as soon as practicable but no later than 14 days after any allegations of child abuse have been made against you or anybody working alongside you or of any abuse alleged to have taken place at your setting.

Policies and Procedures

Complaints

Open dialogue Complaints can result from misunderstanding, neglect, oversight, all sorts of things, but if there is a good open dialogue between a childminder and a parent lots of things can be sorted out, making a complaint unnecessary. How would you encourage open dialogue on an ongoing basis and make parents aware of your complaints procedures?

EYFS states that you must take all necessary steps to safeguard and promote the welfare of the children in your care; this includes adequately responding to complaints.

Agreeing the ground rules The **Childminding Contract** will help you to agree the terms of your care from the start, and going through this and your policies and procedures with the parents will also encourage good communication from the start.

Legal duties relating to complaints under EYFS As a Registered Childminder you have a legal obligation to investigate all written complaints regarding the requirements of EYFS and respond to the party concerned within 28 days of receiving the complaint.

A written record of all complaints and their outcome must be kept for at least three years.

Ofsted will require you to be able to provide a written record of all complaints made within any period they specify including the actions you have taken upon resolving each complaint.

Recording the complaint Your written records should be clear, accurate and concise, they should include the following:

- Name of the complainant
- Date of complaint
- Details of the complaint including the section of EYFS it relates to (if relevant)
- Action taken to resolve the complaint
- The final outcome and time taken to resolve the complaint

In addition you should keep a copy of any correspondence or written explanation from the parent concerned. You could also prepare a summary of the complaint that would be available if any parents wished to view it.

Complaints to Ofsted You should also include how you would enable parents to have the details of Ofsted (telephone 0300 123 4666 for complaints and concerns between 8am to 6pm) if they wish to make a complaint without having to discuss it with you. For instance you may wish to hand the number out as part of your welcome routine or have it displayed on a notice board in your setting. You may wish to direct them to the Ofsted publication 'Concerns and complaints about childcare providers' available at www.ofsted.gov.uk

Don't forget if a complaint against you is of a serious nature you may wish to take legal advice from the Morton Michel Legal Helpline call the Childminder Department on 0845 2570 117 for further information.

Policies and Procedures

Healthy Eating

Promoting good health When providing meals for children in your care it is important to make sure these are healthy, balanced and nutritious. You must also ensure that anybody responsible for preparing and handling food is competent to do so.

You should make sure that parents advise you of any allergies or specific dietary requirements by using the relevant section on your **Child Record** form. Some parents may wish to provide their own food for their children in which case you should think about where and how you will store these and the rest of the children's food and snacks. You should also think about where and how they will eat their food. Will you provide special cutlery/seating etc?

It is a legal requirement that fresh drinking water is always available. How can you ensure this is always the case in your setting?

You must be aware of food hygiene legislation and whether it is necessary for you to register with your Local Authority Environmental Health Department. Do you or any of your assistants hold any food hygiene qualifications?

Think about the layout of your setting and basic hygiene practises. Do you have any pets? Are your changing areas and bathrooms well away from any food preparation areas?

Food poisoning You must notify Ofsted as soon as possible, but at the latest within 14 days, of any outbreak of food poisoning at your setting affecting two or more children.

Think about the traceability of your food, is there anything you can do to make it easy to trace where any contaminated food may have come from?

Information about suitable healthy food can be found at www.food.gov.uk/healthiereating/ although from 1st October 2010 responsibility for nutrition policy has transferred to the Department of Health www.dh.gov.uk so you may wish to check this website as well.

Healthy food policy You should think about how food can help with any of your other policies and activities. For example preparing food from other cultures can help children learn about healthy eating and diversity. Older children could help you to prepare simple dishes.

You may wish to keep a record of what each child eats during their time with you to show parents. This can help parents raise any concerns they may have surrounding diet.

Think about your policy surrounding 'unhealthy' foods and drinks. Will you require permission from the parents to provide certain snacks and refreshments at parties or on special occasions?

Policies and Procedures

Fire

Being equipped Your fire procedure statement should demonstrate that you are well prepared should a fire break out. You should have appropriate fire detection equipment such as fire alarms and smoke detectors and fire control equipment such as fire extinguishers and fire blankets. It is a good idea to keep a BS EN fire blanket in your kitchen.

Your procedure should take in to account:

- Where your smoke alarm is located. (Ideally there should be at least one smoke alarm on each floor that you operate your childminding business and the alarm should be within 7 metres of the door to the room in which a fire is most likely to break out.)
- How do you maintain your smoke alarm? Where do you keep copies of the manufacturers guidelines and instructions? How frequently do you test it to make sure it is working? How frequently do you replace the battery?
- Where do you keep your fire blanket (or extinguishers if relevant) to ensure it is easily accessible? (Make sure you know how to use it – keep copies of any instructions).

Do you have children staying overnight? If so you may wish to contact your local Fire Safety Officer to check the bedrooms being used.

Evacuation plan This should be as clear and simple as possible. Any assistants should be fully aware of their responsibilities in case of a fire. Taking your own setting in to account you should consider:

- How would you raise the alarm?
- What escape route would you take? This must be unobstructed and free from trip hazards – how would you ensure this? Any doors should be able to be opened easily from the inside.
- If you are registered for overnight care you should think whether there will be any differences in your plan for day and night time care?
- Considering the ages of your charges, how would you ensure they are all safely evacuated? Will anyone need to be carried? What if one was in the toilet at the time the fire broke out?
- What external assembly point would you use?
- How would you check that all your charges are at the safe location?
- How would you call the fire brigade?
- You should think about fire drills, for example how and when these will be carried out. Details of all drills must be recorded in a fire log book which must also include details of any issues that have become apparent and what you have done to resolve them.

Your evacuation plan should be updated in light of any structural alterations to your premises such as extensions or any decorating or building works being carried out.

Changes to your premises It is a requirement of EYFS that you inform Ofsted as soon as possible and at the latest within 14 days of any change to your setting that affects the space you have available to care for the children or the quality of care that you are able to provide. This includes both inside and outside space, so will include building works and any changes you are making to your garden. If you do not inform Ofsted of these changes within the required 14 days you may be committing an offence, therefore it is best to inform them of any changes made that affect your property, however small.

Policy

Policy statement for

Date prepared/revised

Date reviewed
