



Good Practice Review

If you are registered on the Early Years Register, the Childcare Register or both, you are responsible for having all of your paperwork up to date and the required systems in place. Ofsted will expect this all to be in place at your graded inspections, but it should not be something that you do in preparation for your Ofsted inspection only – it should be in place at all times to help you to maintain good practice.

In order to prepare for your inspection, you should read the Ofsted document “Are you ready for your inspection? A guide to inspections of provision on Ofsted’s Childcare and Early Years Registers” If you haven’t received a copy, you can download from <http://www.childmindingnorthants.org.uk/preparing-for-your-ofsted-inspection/> or ring Ofsted on 0300 123 1231 to request a copy

You will find information about many of the points below and the links to download the documentation you need on www.childmindingnorthants.org.uk

Please also consider the following points.

- Have you completed any actions or recommendations made at your last inspection?
- If you are newly registered, have you completed the Induction Standards training? This needs completing before you have been registered for 24 weeks
- Your Ofsted registration certificate needs to be displayed at all times
- The Ofsted parent poster needs to be displayed at all times
Download from <http://www.childmindingnorthants.org.uk/ofsted-poster-for-parentschildcare/>
- If you are registered on the Early Years Register, do you have a copy of **Early Years Foundation Stage (EYFS)**? This document sets out the legal requirements of the EYFS relating to Children’s Learning, Development and Welfare.
Download from <http://www.childmindingnorthants.org.uk/eyfs/>
- If you are on the Childcare Register, do you have a copy of the “**Requirements for the Childcare Register: childminders and home childcarers**”?
Download from <http://www.childmindingnorthants.org.uk/338>
- Childminders who are registered on the Childcare Register must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect
Download suggestions from <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- You must be aware of: “**What to do if you’re worried a child is being abused - Summary**”,
Download from <http://www.childmindingnorthants.org.uk/safeguarding-children/>

- You must **also** be aware of 3 documents from the Local Safeguarding Children Board Northamptonshire (LSCBN) website.
 - **Recognition and Referral of possible Child Abuse**
 - **Multi-Agency referral form**
 - **Procedures to be followed if there is an allegation against you, your family or your assistants if you employ any**

Download from <http://www.childmindingnorthants.org.uk/safeguarding-children/>

It is recommended to have hard copies available for the first two documents but third document is only valued for 72 hours after printing therefore you must be aware of its contents and where to find it. You can register for updates on the LSCBN website so that you will be informed when changes are made

Our recommendation is that, if an allegation of child abuse is made against you, your family or any assistant you employ; you should contact both the Northamptonshire County Council -Children and Young People's Service Initial Assessment Team at the Contact Centre and Ofsted. The Contact Centre will inform the **Local Authority Designated Officer (LADO)**.

You can also choose to contact your NCA Development Worker for support regarding any allegation made against you or your family and with any safeguarding concerns you may have.

- Some childminders need to notify the **Information Commissioners Office (ICO)** that they are Data Controllers. You do not need to notify them if –
 - all your childminding records are kept on paper
 - you only keep information on your computer about the names, ages and addresses of the children and the names and addresses of the parents
 - details on payments kept on the computer are purely for accounts and record purposes

However, if you keep observation and plans for children's development on your computer, or use a digital camera for observations it is likely that you will need to notify them. Notification costs £35.00 per year and you can either notify by telephoning 01625 545740 or online from <http://www.childmindingnorthants.org.uk/387>

- Public liability insurance needs to be in place as soon as you register as a childminder and kept renewed even if you don't have any minded children. NCMA :- 0845 880 0044 Morton Michel :- 0845 257 0117
- Have you registered your childminding business with HMRC? You need to do before the end of the tax year that you start your childminding business. Contact 0845 915 4515
- Food Standards Agency: You may order a hard copy of "**Safer food better business for childminders**" by ringing 0845 606 0667 or email: foodstandards@ecgroup.co.uk or Download <http://www.childmindingnorthants.org.uk/711>
After working through this pack, you need to register with your local Environmental Health Department
- Do you have a current first aid certificate? Failure to do so can result in an automatic inadequate grading from Ofsted. Details of providers are in NCC's Early Years and Childcare directory <http://www.childmindingnorthants.org.uk/training-for-childminders/>
- Your first aid box needs to be well stocked and all items in date

- You must record who has parental responsibility and legal contact for the minded children
- You must record actual attendance times on your attendance register not your contracted times
- You need to have completed a child record form, consent forms and obtain information about the child's developmental stage along with their likes and dislikes before a minding arrangement starts
- You must have a system for recording observations and assessments of the children in the Early Years register age bracket which shows how you have identified and implemented next steps
- You need to have development files in place for every child in the Early Years register age bracket - including those children in reception. Information and forms to help can be found at <http://www.childmindingnorthants.org.uk/early-years-foundation-stage/>
- You must have a written risk assessment which covers all areas of your childminding practice, including outings. This needs updating as needed but at least annually. Download a risk assessment you can personalise from <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- You need to carry out regular fire drills with your minded children and record these. This should be done at least quarterly but more often if new children start. Download a record of fire drills <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- You need to inform Ofsted of any significant event, including any visits you have made with the child to the doctor or hospital as a result of an accident or injury whilst the child has been in your care. Download a factsheet from: <http://www.childmindingnorthants.org.uk/951>
- You must have a way of recording accidents, medicinal products and any medical procedures you carry out on minded children
- You must ensure that you have emergency back-up arrangements in place
- If you use a car for childminding, have you obtained business use car insurance?
- You need to have a procedure for non-collection of children. Download suggestions from <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- You need to have a procedure for lost children (this can be included in your risk assessment) Download suggestions from <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- You must consider how you verify the identity of any visitors during childminding hours and how you safeguard your minded children. (Some childminders choose to have a visitors book)
- Do you have written policies? Although this isn't compulsory for the Early Years register, it is highly recommended. You will have to explain to Ofsted your working practices if you don't have these in writing <http://www.childmindingnorthants.org.uk/resources-for-childminders/>

- Do you have a way to show how parents sign your policies?
- If you are registered on the Early Years Register, you will need to show evidence of self-reflection. Ofsted's Self Evaluation Form (SEF) isn't compulsory to use, but you will need to show some written evidence of self reflection if you choose to not use the SEF. Completing the SEF may influence the amount of time the inspector spends with you for your inspection.

You can order a hard copy and guidance on how to complete the Self Evaluation Form (SEF) directly from Ofsted on 0300 123 1231. You can complete and submit your SEF online: to order your individual security token please ring the Ofsted SEF helpline on 0300 123 3153. There is an expectation that you will complete or update your SEF at least once a year regardless of your inspection date. Access SEF online <http://www.childmindingnorthants.org.uk/347>

- Have you prepared a portfolio about your childminding service to show to parents? This isn't compulsory, but helps to ensure that all relevant information is shared with parents. It is also a good way of showing Ofsted how you share this information with parents.
- Have you considered asking parents to complete a short questionnaire asking for their views about your childminding service? Consider also how you seek the views of the children <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- If relevant, you must show how you consult with other providers of care/education of your minded children e.g. if child also attends a pre-school or nursery or is cared for by grandparents <http://www.childmindingnorthants.org.uk/early-years-foundation-stage/>
- It is highly recommended that you have a contract with parents of each child you mind. Although not compulsory, you have no evidence of any agreements you have made regarding hours, payment etc, without a written contract. <http://www.childmindingnorthants.org.uk/787>
- You should be able to show how you share information with parents and involve parents in their children's care and learning. (consider the use of a daily diary or how you can set aside a few minutes at the beginning and end of each day to talk to parents in confidence) <http://www.childmindingnorthants.org.uk/early-years-foundation-stage/>
- You need a written complaints procedure and a complaints book/form ready to record any complaints you may have. Download a suggested format <http://www.childmindingnorthants.org.uk/resources-for-childminders/> Some childminders will have a combined book for complaints and compliments
- Can you demonstrate how you ensure that children's snacks and meals provide a healthy balance of nutrition? (including foods brought by parents) <http://www.childmindingnorthants.org.uk/resources-for-childminders/>
- Fresh drinking water (not squash) must be available at all times
- You need to be able to demonstrate how children are able to make choices about their play
- You need to have a range of positive images resources <http://www.childmindingnorthants.org.uk/resources-for-childminders/>

If you have any questions about your Ofsted Inspection or any other area of your childminding, please contact your Development Worker. If you are not sure who your Development Worker is, ring NCA's General Enquiry Line on 0845 838 3724.