**Statement of Purpose**

My name is Heather Davies and I am an experienced registered childminder providing care for children aged 3 months to 12 years. I provide high quality childcare in a safe, friendly and stimulating home environment. My hours of availability are from Monday to Thursday from 7:30am to 6:30pm. I can provide flexible part time hours including term time only, afterschool care and drop off and pick up from Trellech Primary school and Preschool. I am an experienced mother with a friendly 10 year old girl, 5 year old son and 2 year old son who very much enjoy welcoming children in to our home. I have previously worked as a teacher, have 6 years childminding experience and have trained to postgraduate level as an Early Years Teacher with Gloucestershire University.

I will be the sole childminder working within my setting as I do not employ any assistants. I am registered to look after a **maximum** of 8 children under the age of 12. Of those 8 children no more than 6 will be under 8 years old, no more than three will be under school age and no more than two will be under 18 months old. These numbers include my own children and I am not a Foster carer. Any of these children may be male or female. I can meet all the range of needs that are required of children aged 3 months to 12 years including any additional needs the children may have (as long as these needs can be practically met on my premises, please see my equal opportunities and special needs policies for further information). We have one very friendly dog in our household (Rosy the Cocker Spaniel). She is kept out of the playroom but is very used to the children and is a particularly gentle dog. When the children are playing outside Rosy is kept on a long tether so that she doesn’t interrupt the children playing. I have a basic routine for the day which works around the children’s school/preschool times, naps and meal times. The routine is altered slightly to fit the needs of the children that I am looking after on that day but generally includes a morning planned activity, snack time, free play time, lunch time, nap/rest time, outdoor playtime and tea time. I have clean and safe facilities for meal preparation, nappy changing, sleeping, plenty of equipment for imaginative and creative play, an extensive collection of books, role play toys, outdoor play equipment including trikes, scooters, tractors, a safe and secure trampoline, sand and water play. My first and only language is English but I do try to introduce the children to as many Welsh words and phrases as I can. I provide library books in welsh and try to incorporate key Welsh words and phrases in to our daily routine.

The children will have access to the following rooms within my house and areas around my property:

* The kitchen (only under supervision, this will be our indoor messy play area)
* A music/toy room
* A cosy snug room/quite play room
* Downstairs bathroom facilities including nappy changing area.
* The boot room/utility room will be available for entrance to the property and for leaving muddy wellies/wet coats etc.
* An upstairs bedroom/nursery for naps.
* The garden (no children will be allowed outside without constant supervision. There are toys available and there are secure locked gates which keep the children within the back lawn area and prevent them from accessing the front driveway and track leading to the property). We own extensive woodland beyond the garden but children will only have access to this when we go on an organised nature walk or are conducting a fully risk assessed activity.
* Children *will not* have access to the back living room (as this is kept tidy for my family’s personal use during the evenings). They will also not be able to access our family upstairs bathroom, other bedrooms or downstairs office.

*Please note my risk assessments are available to view in my parent information folder when visiting my setting.*

**Aims and objectives of my service**

* Our home is a friendly and ‘cosy’ environment, ideal for very young children.
* It is also set within its own 3 acres of idyllic countryside including woodland which makes it an ideal playground for older children too. I aim to make the most of this beautiful outdoor environment with the children by organising plenty of outdoor activities.
* I carry out imaginative and adventurous activities with the children on a daily basis. Activities include:
	+ Messy play
	+ Role play/singing/dancing
	+ Painting/ craft
	+ Playdough
	+ Organised numeracy and phonics activities
	+ All activities are planned to develop children’s communication, self-confidence and social skills.
	+ I use my background in science and nature in order to plan educational activities both indoors and outdoors.
* I provide high quality home cooked meals which the children always enjoy and can cater for a range of needs such as allergies or vegetarians. I have plenty of experience with children who can be quite ‘picky eaters’ and have a great success rate!
* We attend local toddler groups and use as many of the facilities available to young children within our local community as possible. I believe this is important in allowing the children to explore and develop their social skills.
* I encourage children to get involved with choosing and planning what activities they would like to undertake. I do this in an age appropriate way e.g. providing pictures of the different activities and allowing them to pick them out. I try to have a listening culture within my home where all children’s voices and opinions are heard.

**Terms and Conditions**

The terms and conditions that I work under are detailed in my contract which I talk through with potential parents/carers during their first visit to my setting and will need to be signed and agreed between us before a child begins attending my setting. I ask that all parents read and sign all the relevant permissions slips, policies and procedures that relate to my childcare service. I aim to provide flexible care but I ask parents to detail the hours each week that they will require my care and to pay for those hours in advance at the beginning of each month. I am happy to provide extra care on top of these agreed hours as long as I have availability. I take two weeks holiday during the summer holidays and two weeks over the Christmas period unpaid. I also allow two weeks holiday for parents per year which they are not required to pay for. Exact dates for all our holidays must be agreed between us at least 8 weeks in advance.

**Complaints Procedure** *(this can be viewed as a full separate document on my website. Parents must read and sign to say they are happy with this policy before their child begins attending my setting).*

I have a duty to investigate all complaints relating to my service according to the National Minimum Standards for Regulated Childcare.

I hope that you will be happy with the service that I provide, but if there are ever times when I am not offering you and your child(ren) the service that you require I hope that you will feel able to discuss any concerns or issues that you may have with me directly. If you would rather not talk in front of your child(ren) then we can arrange a more convenient time, for example in the evening or at the weekend.

If you put your complaint in writing to me I will respond to your complaint with the outcome of my investigation and any actions taken within 14 days (in some cases however this may take up to 28 days if required).

I will make a log of any complaints along with the outcome and any action taken. These records must be available to present to the CIW if required. I will keep records for up to 10 years. The log will include the following details:

* The name of person making the complaint.
* Nature of the complaint.
* Date and time of the complaint.
* Action taken in response to the complaint.
* The outcome of the complaint investigation (for example, ways the service has improved).
* Details of the information and findings that were given to the person making the complaint (which should have been provided to them within 28 days), including any action taken.
* A summary of the complaint to provide on request to any parent of a child for which I take care of as a childminder and the Care and Social Services Inspectorate Wales including the date of response. This summary for the Care and Social Services Inspectorate Wales will contain those items required by the Inspectorate. The summary for parents will respect confidentiality and will not contain the full details listed above.

If you feel that you are unable to talk to me or that after talking the matter remains unresolved then you can talk in confidence to:

PACEY: 0300 003 0005

OR

Your local Citizen’s advice line: 03444 772020

OR

If you wish to make a formal complaint then you can contact the CSSIW by:

* visiting one a CIW regional office, or speaking to a CSSIW inspector during an inspection
* Tel: 0300 7900 126
* Email: CIW@wales.gsi.gov.uk
* In writing at:
CIW National Office
Welsh Government
Rhydycar
CF48 1UZ

or alternatively fill in the feedback form on the CIW website link below

<https://ciw.gov.wales/raiseaconcern/providing-feedback-care-service/?lang=en>.

**Admissions and Settling-In Policy** *(please note a separate copy of this will be given to you to sign and date before your child can begin attending my setting)*

I am happy to take on any child within my registered numbers and will not discriminate against children or their families for reasons such as race, religion, sex or ability.

I ask that before I assume care of your child you are able to provide me with the information that I need in order to care for them safely and help them settle. I will ask you to fill out a number of forms in order to do this.

I will always ask to meet all adults who will be dropping off or collecting your child and that your child has at least two settling in visits of about 1.5 hours before the contract begins.

All children will be welcomed into my home and I will encourage the other children in my care to support me with this. I will request a four-week settling in period on our contract, so if you, your child or I am not happy with the arrangement it can be terminated easily. When taking on additional children I must take into consideration the children already in my care who are happy and settled.

I am happy to take on children with additional needs providing I feel I can provide them with the care they need. If your child has additional needs please discuss them with me as I will need to ensure I am able to meet their needs and your expectations adequately.

I reserve the right to decline an offer of a place to your child if I do not feel I have the relevant training, equipment, the other children I care for will be compromised or I would breach the requirements of my registration.

*Working in Partnership with Parents*

I know that you as the parent/primary carer are the most important person in your child's life and l intend to work in partnership with you to achieve the best outcomes for your child. This will help us both to respond quickly to the emotional and cognitive requirements of your child and to help them through to the next stage in their educational and personal development. My aim is to build a strong partnership with you by:

* generally trying to keep verbal channels of communication as open as possible between parents and myself so we can work together to provide the best possible care for you child and adapt quickly to any changes in routine that your child may need.
* Providing you with all the information you need about my setting including
	+ my policies and procedures (these give details of how I work)
	+ My risk assessments
	+ My qualifications including Registration and Paediatric First Aid certificates.
	+ Other business documents
* Showing you around my home and describing to you a typical day in my setting.
* I will also ask you to provide me with all the relevant contact details I will need and give you a child record from to fill out which will ask about meals, sleep times, toy preferences any other information to help me get to know you child and allow them to settle in.
* I will provide your child with a daily diary so that I can write down the activities that we have undertaken during the day, meals your child has eaten, nappy change times and generally anything that your child may have commented on during the day. The aim is to provide continuity for your child through doing this. I also provide any photos (with your permission) undertaking activities during the day. If you would prefer I could text or email these to you during the day which parents often enjoy receiving whilst at work.
* I will also provide your child with a Learning journey of the more long term activities we undertake. It will include pieces of art or craftwork and photos (again with your permission). You may also feel that that you wish to contribute to the diary or Learning journey so your child can share their experiences at home with myself and the other children.
* I try my best to make a child feel welcome by encouraging them to bring in their own toys from home. I would also encourage you to provide your child with some photos from home with family members on. I make sure that children are given their own personalised place mat and make sure that children get their own one to one time with me to help them feel valued. I find allowing them to choose a book at story time very useful for this.

It is important to us all that I help your child to settle in to our home and build a good rapport with your child from the start by providing them with a routine structure. This will allow your child to feel safe and secure in my setting. I find it is particularly important to establish routines based around hygiene, meal times, sleep times (where possible) and planning both structured activity time and free play time.

**Emergency Policies and Procedures** *(please note a separate copy of this policy will be given to you to read, sign and date along with additional paperwork which asks questions relating to your child’s medical information, permission slips for emergency medical treatment and permission for medicine admission before your child can begin attending my setting)*

As a registered childminder I will keep children safe when they are in my care, providing the appropriate treatment and first aid if an accident or emergency occurs or if a child is showing signs of illness.

My premises have been checked and meet the requirements of the Care Inspectorate Wales (CIW) and I regularly review, update and practice my safety routines, including fire drills.

I have completed a number of 12 hour Paediatric First Aid Course, the latest of which being on 23/07/2017 which is valid until 22/07/2020. I have an approved St Johns Ambulance first aid kit which is clearly labelled and has been checked to ensure that it contains all the required equipment. It is stored in my kitchen cupboard that is out of reach of young children but is easily accessible in an emergency. When a new child joins me I always run through the first aid kit to check it meets the requirements of that child ie. Possible latex/plaster allergies etc.

All accidents are recorded in an accident book stored in the kitchen cupboard. I also store parent contact details and emergency contact details. Written permission from parents to seek emergency treatment for their children is also obtained when a new child joins. This is all stored in a confidential but quickly accessible location.

I will always have my mobile phone with me and ensure this is fully charged daily. There is also a landline available at my premises.

As a registered Childminder, I must inform CIW of any serious accidents, illnesses or injuries or the death of a child in my care and any action I may have taken within 14 days of the incident occurring.

If an accident or incident involving a child in my care may result in an insurance claim, I will contact my public liability insurance provider – Royal & Sun Alliance Insurance PLC. In this instance it may be necessary to share information about the child in my care with a third party.

Emergency Cover:

In case of an emergency, illness or accident it may be necessary to arrange temporary emergency care for children in my care. My first point of call for this would be Stephen Adams (a former childminder) who lives ½ mile up the road from me. Stephen was a registered childminder, and therefore you can be assured he has all the relevant checks and policies in place to ensure safe emergency cover. On an individual basis I will also ask for details of a couple of emergency contacts for each child in case emergency cover is required. I also have retired parents who live a 5 minute walk from my house and can always be available to help me in case of an emergency. One of my parents has previously worked as a school teacher.

**Procedures:**

Accident

If there is an accident I will:

* Assess the situation, stay calm and reassure the injured child
* Make sure other children in my care are kept safe and calm (for example strapping securely into a buggy or sitting an older child somewhere safe)
* Assess the extent of the injury and either administer First Aid myself or if that is not possible call 999 for help
* If I need to take the child to hospital I will either take the other children in my care with me or if there is time available I will contact my emergency back-up cover for temporary care. I will only leave the children with my agreed emergency back-up cover, who will be known to you and never leave them alone.
* Once the situation is under control I will contact you as soon as possible to either inform you of the accident or ask you to meet me at hospital with the child.
* If the accident involves someone else’s child, my emergency back-up cover may contact you to arrange immediate collection of your child
* Following an accident, details will be recorded in the Accident Book and you will be asked to sign to show you have read the report
* In the case of a serious accident, procedures will be followed as outlined above in my policy.
* If I become ill or injured then I will try to calmly reassure the children and will phone my emergency contact as quickly as possible on my mobile phone which will be in my possession at all times.

Illness

In order to minimise the spread of infectious diseases and promote good health I will use the following procedures:

* Keep tissues for use with minor coughs and colds and bin them once they have been used.
* Promote hand washing in warm soapy water before eating and or handling food or after using the toilet
* Contact parents and keep a record of the agreed arrangements for the exclusion of a child should they become ill whilst in my care.
* In the case of a severe cold or stomach upset, I would ask that children don’t return to my care for a minimum of 48 hours illness free to minimise the chance of spread of the illness. Likewise if a child arrives unwell, I would expect the same procedure to be followed.

If a child in my care appears unwell I will:

* Make sure the child is as comfortable as possible and take immediate action to prevent cross infection if possible. I will keep a written record of any significant observations I make of the child including temperatures, symptoms and times.
* Contact you as soon as possible to arrange collection
* Check the child regularly, for example temperature, alertness, rashes etc.
* Take steps to reduce a temperature of over 38oC – by removal of excessive clothing, keeping the room cool, providing cool drinks
* Continue to care for the child in this manner until you arrive, or the situation worsens – in which case I would implement emergency procedures
* Ensure the child is excluded from my premises for the 48 hours minimum requirement or in accordance with Health Authority guidelines.
* If excluding a child due to illness, I will refer to the appropriate guidelines “Guidance on Infection Control in Schools and other Childcare Settings” which is available to download from the Health Protection Agency.
* I will need to inform all parents if I, a family member or another childminded child develops an infectious disease. However, confidentiality will be maintained.
* Inform CSSIW if I believe or am informed a child is suffering from a notifiable infectious disease
* I expect parents to inform me of any particular health care needs their child has either temporarily or as matter of course before leaving their child in my care so I can be sure that I am meeting all of their needs.

Emergency

Emergency Evacuation Procedure: (to cover fire/flood/gas leak etc at my premises)

* Clap my hands and say loudly “we need to leave now” / make sure the children are familiar with the fire alarm noise as this could also act as a signal to evacuate
* There are three exits on the ground floor we will evacuate by the nearest and safest exit. Each door will be locked to ensure that children cannot leave unattended but there will be keys next to the doors or bolts on the door that I will be able to quickly use to open the exit. Each exit leads safely out in to the garden.
* We will not stop to put on shoes or coats / collect belongings and will practice this regularly to make sure the children are familiar with leaving things and leaving the house quickly. Babies and toddlers will be quickly picked up and/or guided by myself whilst older children will be instructed to follow me quickly and sensibly as we have practised.
* I will keep my mobile in my possession at all times when I am childminding and this will have all my emergency contact numbers stored on it. If it is safe to do so I may collect my folder with more extensive emergency contact details on it from the kitchen cupboard.
* We will then gather at our assembly point which is next to the outbuilding at the end of the garden. I will comfort and reassure the children and tell them that someone will be here to help us very soon. I will then telephone my emergency contacts and the emergency services as required. If it is raining we may move down the garden to shelter under trees if it is safe to do so.
* I will arrange for children to be collected if required. We will not enter the building again unless it is deemed safe to do so by the emergency services or the children can be collected.
* I will inform CIW of the incident.

Fire drills/evacuation will be practised with all children at 8 week intervals and a log of the time/date and who was in attendance at each practice will be kept in my fire drill log book. I will also make notes as to how long the evacuation took and any suggestions for how it could be improved upon.

My fire blanket will be placed in the kitchen next to the gas hob as this is the location it would be most likely to be needed. I will also check fire and Carbon Monoxide alarms every 4 weeks and batteries replaced as required. This will also be logged in my fire drill log book.

Procedure to follow when a child goes missing

The care of your child is paramount and I will always try to ensure that they remain with me and are safe.

However sometimes children can become ‘lost’ in busy places and therefore as a responsible childminder I have written a procedure that will be followed in the unlikely event of this happening.

* I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them
* If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
* I will provide everyone involved in the search with a description and photo of the child.
* I will reassure the other children with me, to prevent them becoming distressed
* I will then alert the police and provide a full description
* I will then alert the parents of the situation
* I will inform CIW of the event and take any necessary actions that they may recommend.

CIW

Welsh Government office
Rhydycar Business Park
Merthyr Tydfil
CF48 1UZ

Tel: 0300 7900 126

I take precautions to avoid situations like this happening by implementing the following measures:

* Ensuring the children hold my hand or the pushchair whilst we are out
* Avoid going to places that are overcrowded
* On outings I carry photos of each child with me and parents contact details.
* I teach the children about the dangers of wandering off and of talking to strangers

If a child is lost whilst in my own home I will immediately look everywhere for them whilst keeping the other children safe. If I am unable to search on my own I will enlist help of neighbours and contact my husband to help. I will then phone the police for help if the child is not found quickly. I do however have very strict security in and around my home to prevent this event ever occurring.

**Please note all my policies and procedures are also available to view on my website at any time.**

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| --- | --- |
| Childminder’s name | Heather Davies |
| Childminder’s signature  |  |
| Date |  |
| Date statement was written | June 1st 2018 |
| This statement is due for review on the following date. CIW will be notified of any revisions to this statement 28 days before they take effect.  | Dec 1st 2018 |