



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

NATIONAL MINIMUM STANDARDS FOR CHILD MINDERS

WELSH ASSEMBLY GOVERNMENT

**A statement of national minimum standards
applicable to child minders made by the Minister for
Health and Social Services of the Welsh Assembly
Government under the powers conferred by section
79 C of the Children Act 1989**

Signed,



**Minister for Health and Social Services
Welsh Assembly Government**

21 March 2002

**The statement is applicable to child minders (as
defined by section 79A of the Children Act 1989)
from 1st April 2002.**

**The statement is accompanied, for explanatory
purposes only , by an introduction.**

**INTRODUCTION
NATIONAL MINIMUM STANDARDS FOR CHILD
MINDERS**

- 1. This document sets out National Minimum standards for Child minders issued by the Welsh Assembly Government under section 79C of the Children Act 1989. These standards will be used by the Assembly's Care Standards Inspectorate for Wales (CSIW) when determining whether child minders are providing adequate care for children under the age of eight and are otherwise complying with the relevant requirements. The**

standards will be kept under review and may be amended as appropriate.

- 2. The relevant requirements are set out in the Child Minding and Day Care (Wales) Regulations 2002 (“the Regulations”) and in the Children Act 1989 (“the 1989 Act”), as amended by the Care Standards Act 2000. When CSIW exercise its functions under Part XA of the 1989 Act any allegations that a provider has failed to have regard to the standards must be taken into account. Similar consideration will apply where the relevant Tribunal exercises functions under the new provisions and in other formal proceedings under that part of 1989 Act.**
- 3. 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 child minders 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 child minder. They may also be used by parents as a guide to what they should expect of a child minder.**
- 4. The Regulations are made and these standards (which are referred to in the Regulations) are published under section 79C of the 1989 Act. They will apply from 1st April 2002, as the provisions of the Regulations apply, unless otherwise stated.**
- 5. The 1989 Act as amended confers on the National Assembly the function of registration authority in relation to child minders and day care providers as well as enabling regulations and standards to be made. Compliance with the regulations and the extent to which child minders or day care providers, as the case may be, have had regard to the standards, will be taken into account by CSIW in making judgements about applications for registration, the imposition of conditions and enforcement of compliance with the 1989 Act, including decisions about cancellation of registration or prosecution. Decisions of CSIW in the exercise of its registration functions may be appealed to an independent tribunal.**
- 6. The standards focus on achievable outcomes for children under the age of eight and their parents. They are grouped under a series of key topics. Each standard deal with a particular aspect and is preceded by a statement of the outcome intended to be achieved by the child minder or day care provider, as the case may be. The regulations and standards have been designed to promote the achievement of that outcome.**
- 7. 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 eights but they are also designed to be measurable. In some cases, to ease comprehension, the standards repeat certain requirements of the regulations. This should not be taken to mean that the particular regulatory requirement is altered in nature – the provisions of the regulations must still all be met.

8. Inspecting against the regulations and standards, CSIW will follow a consistent inspection methodology and reporting format across the country. In assessing whether or not a child minder meets a particular regulatory requirement CSIW will consider compliance with each of the standards.
9. It is intended that these standards will be used, both by child minders and CSIW to focus on securing positive welfare outcomes for children under eight and reducing risks to their welfare and safety, rather than upon structures and systems for their own sake. All child minders 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.
10. The standards have been prepared following an extensive consultation programme. Account has been taken of responses to the consultation in developing the final version of the standards. The standards are intended to be realistic, proportionate, fair and transparent.

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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 childminders make available sufficient information to parents to enable them to make an informed decision.

1.2 The childminder compiles a statement of purpose as set out in the regulations and provides written and verbal information to prospective parents about the service they provide. This will include :

- the numbers and ages of children for whom they can care,
- the composition of their own family,
- what facilities they can offer,
- the languages through which they will provide care,
- whether they can look after children with special needs, and
- whether there are pets present on the premises
- arrangements for making complaints to the registered person, and to the Care Standards Inspectorate for Wales (CSIW).

STANDARD 2: CONTRACT

OUTCOME

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

2.1 The childminder 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
- any special dietary needs
- arrangements in the case of emergency
- policy on behaviour and sanctions
- financial matters and fees including charges during absences
- policy on equal opportunities
- arrangements for making complaints to the registered person and to the Care Standards Inspectorate for Wales

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 childminder 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 childminder 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 childminder 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 4: MEETING INDIVIDUAL NEEDS

OUTCOME

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

4.1 The childminder 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.

4.2 The childminder has the skills and experience required to be able to plan for and address a child's individual needs and preferences.

4.3 The childminder understands and caters for the needs and preferences of children from minority ethnic communities including their social, cultural and religious practices.

4.4 Where a childminder identifies a child in their care as possibly having special needs, the childminder discusses their observations with the child's parent. The childminder has regard to the current Code of Practice for the Identification and Assessment of Special Educational Needs. Where appropriate, the childminder is willing to meet a child's particular needs through the provision of special equipment.

4.5 The childminder ensures the privacy of children when intimate care is being provided.

4.6 The childminder and/or their assistant involve the children in the planning of activities according to their age and understanding.

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 childminder and any staff work in partnership with parents to meet the needs of the children.

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

5.3 The childminder shares with parents details about what their child has achieved during the day, and any significant event or changes in behaviour. This involves keeping written notes as well as relying upon memory.

5.4 The childminder only transfers children from their care to individuals named by the parents.

5.5 The childminder knows when they should maintain privacy and confidentiality, and when they should share information appropriately, in for example child protection cases.

STANDARD 6: INDIVIDUAL RECORDS

OUTCOME

Parents and the CSIW 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 childminder maintains detailed records on each child.

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

6.3 The following records are kept in line with the Regulations:

- the name, address, date of birth and sex of all children looked after in the provision
- the contact details for all parents/those with parental responsibility
- daily records of attendance
- names, addresses and telephone numbers of the registered person, the responsible individual and staff
- daily register of staff attending

- a record of accidents, serious illnesses and other significant events a record of any medicines administered

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

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

6.6 The childminder keeps records about individual children confidential, and retains them for a period of at least three years after the last date on which the children attended. Childminders retain records in line with the terms of their insurance.

6.7 The childminder informs the CSIW at the earliest opportunity of the following:

- any changes in the 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 care is provided;
- any infectious disease, serious injury or death;
- allegations of serious harm or abuse 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 CSIW, and where applicable Estyn, together with resultant action plans. These documents are available to parents.

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 childminder organises care for each child so as to support their learning and meet their developmental needs.

7.2 The childminder encourages children to be confident, independent and to develop their self-esteem.

7.3 Play and activities are at the centre of the care that is offered.

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

7.5 A childminder provides activities and first-hand experiences that foster children's natural curiosity to learn, to develop language and mathematical skills, and to use their imagination, thereby enabling children to make sense of the world around them.

7.6 The childminder provides a variety of activities so that children are given every opportunity to develop physical, intellectual and social skills. The childminder promotes cultural awareness.

7.7 The childminder listens to, and values, what children say, talks with them about what they are doing, and actively encourages children to explore their full potential.

7.8 The childminder helps children to develop a sense of what is right and wrong.

QUALITY OF CARE AND TREATMENT

STANDARD 8: 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.

8.1 The childminder is 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.

8.2 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 and followed by any staff and is available to parents.

8.3 The childminder creates an environment that encourages acceptable behaviour.

8.4 The childminder has consistent expectations about acceptable behaviour.

8.5 The childminder applies sanctions in the case of unacceptable behaviour which take account of the age and understanding of the child, are given at the time, are relevant to the behaviour, and are seen to be fair.

8.6 The childminder keeps parents fully informed about the policy on modifying unacceptable behaviour and the range of likely sanctions.

8.7 Children are never shaken.

8.8 Children are never smacked.

8.9 Children are never shouted at or intimidated.

8.10 Children are never humiliated or shamed.

8.11 The childminder does not use any form of physical restraint unless it is necessary to prevent personal injury to the child or other children or adults, or serious damage to property. Any significant event is recorded and the parent informed of the incident on the day that it occurred.

STANDARD 9: HEALTH CARE

OUTCOME

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

9.1 The childminder 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.

9.2 No child is received if he/she appears to be ill. If a child becomes unwell during their time with the childminder, care is taken to prevent possible infection. The childminder notifies the parent as soon as possible.

9.3 The childminder has a policy about the exclusion of children who are ill, 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 childminder's care. The childminder notifies the other parents if a child they are caring for is diagnosed as having an infectious disease.

9.4 The childminder and others do not smoke in the presence of children.

9.5 Where a childminder identifies a possible need for specialist help for a child, such as speech therapy, he/she tells the parent so that they may take the appropriate steps to obtain advice and, if necessary, treatment.

9.6 The childminder makes sure that the parents inform them about their child's health care needs.

9.7 The childminder has a working knowledge of first aid. They have a first aid box that is checked regularly. The childminder has undertaken training in first aid for infants and young children.

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

9.9 The childminder ensures that any animals on the premises are safe to be near children and do not pose a health risk.

STANDARD 10: MEDICATION

OUTCOME

Children receive the prescribed medication they require from the childminder.

10.1 If the childminder administers medication to the child, she/he does so only following written agreement with the parent and with an understanding of the possible side effects of the medication.

10.2 The childminder does not administer any medication to children unless the parent has discussed its use and given prior written permission. The issue of the administering of medication forms part of the contract with parents.

10.3 All medicines are stored in their original containers, are clearly labelled and are inaccessible to children. The childminder ensures medication is not received into the setting if it is out of date. They make sure that they find out from the person delivering the child exactly when medication was last administered.

10.4 A childminder caring for a child with a specific condition, on a long-term basis, makes sure that they have a thorough understanding of the medication they are required to administer.

10.5 If the administration of any prescribed medication requires technical/medical knowledge, the childminder ensures that they secure training from a qualified health professional specific to the needs of the child.

10.6 The childminder keeps a written record of medicines administered to children; the parent concerned signs the record book to acknowledge the entry.

10.7 The childminder confirms that the giving of medication conforms with the terms of their insurance cover.

STANDARD 11: MEALS

OUTCOME

Children receive food that is wholesome, and eat in surroundings that promote their dignity and social learning skills.

11.1 The childminder ensures that the children receive varied, appealing, wholesome and nutritious food that is adequate in quantity and consistent with the requirements of the parents.

11.2 The childminder agrees with parents which meals and snacks they are to provide.

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

11.4 Fresh drinking water is available for children at all times.

11.5 There are facilities for children to sit at a table for their meals.

STAFFING

STANDARD 12: THE CHILDMINDER AS SUITABLE PERSON

OUTCOME

Parents and children can be sure that the childminder and any assistant are suitable.

12.1 The childminder and any assistant employed by them are suitable, and have the appropriate skills, experience and qualifications necessary to address the needs of the children.

12.2 The childminder, any assistant, and any other persons over the age of 16 living or regularly present in the household, undergo a vetting procedure as required by the CSIW in order to establish their suitability. The vetting procedure complies with the Regulations and includes a police check. All checks are completed before the childminder and any assistant commence caring for children.

12.3 The childminder can evidence their suitability against the following criteria:

- knowledge of child development
- previous experience of looking after or working with young children
- qualifications or training in a relevant discipline, eg child care, early years education, health visiting, etc
- an ability to provide warm and consistent care
- knowledge of, and a positive attitude towards, multi-cultural issues
- a commitment, knowledge and understanding of how to treat all children as individuals
- good physical health, mental health, integrity and flexibility.

12.4 From 1 April 2002, the childminder has successfully completed a recognised childminders' registration course before, or within six months of commencing childminding. From 1 January 2003, the childminder has successfully completed a pre-registration course before registration.

12.5 The childminder is at least 18 years of age.

12.6 The childminder notifies the CSIW about their intention to employ any assistants to look after children.

12.7 The childminder is accountable for, and supervises the work of any assistant. The childminder needs to remain satisfied that the assistant is competent in all areas of work undertaken. The childminder keeps a record of any assistant's details, including information about recruitment, training and qualifications.

12.8 The childminder has completed a 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.

12.9 The following information should be maintained on a daily basis:

- name and address of assistants (if any are employed)
- the names of people present, or likely to be present in the home, when childminding takes place
- an attendance record indicating which children are expected at each session; this is completed as the children arrive.

CONDUCT AND MANAGEMENT OF THE SERVICE

STANDARD 13: ADULT: CHILD RATIOS

OUTCOME

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

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

13.2 The maximum number of children for whom a childminder may care is as follows:

- six children under eight years of age
- of those six children, no more than three may be under five years of age (but see 13.3 below)
- of those three children, normally no more than two may be under 18 months of age, although exceptions can be made for siblings;
- any care provided for children aged eight to 14 is not allowed to adversely affect the care provided for children under eight.

13.3 Where a childminder employs an assistant, the same adult: child ratios apply for any additional children. However, the space available for children on the premises may also affect the numbers for which provision can be registered.

13.4 Children of any age who attend ten early education sessions a week, may be classed as children over five years for the purposes of the adult: child ratio.

13.5 The ratios include the childminder's own children and any others for whom she/he is responsible and who are on the premises.

13.6 Students on training placements are not included in the adult: child ratio.

STANDARD 14: EQUAL OPPORTUNITIES

OUTCOME

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

14.1 A childminder actively promotes equality of opportunity and anti-discriminatory practice.

14.2 The childminder ensures that all the children for whom he/she is providing a service are treated with equal concern. They comply with the relevant anti-discriminatory legislation and actively promote cultural awareness.

14.3 The childminder ensures that all children have equal access to the appropriate range of activities and facilities available.

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

STANDARD 15: FINANCIAL PROCEDURES

OUTCOME

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

15.1 The childminder ensures that he/she operates effective financial procedures.

15.2 The childminder carries adequate and up-to-date public liability insurance.

15.3 If requested by CSIW to do so, the childminder is able to produce records of all financial transactions entered into by them in relation to their childminding business.

STANDARD 16: QUALITY ASSURANCE

OUTCOME

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

16.1 The childminder ensures that they have an effective quality assurance and quality monitoring system.

16.2 The childminder undertakes continuous self-monitoring of the service provided. 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.

16.3 The childminder takes account of the advice and recommendations of the CSIW and any professional bodies to which they are affiliated.

COMPLAINTS AND PROTECTION

STANDARD 17: COMPLAINTS

OUTCOME

Children and their parents are confident that their complaints will be listened to, taken seriously and acted on.

17.1 The childminder ensures that he/she operates a simple, clear and accessible complaints procedure.

17.2 The childminder has a complaints procedure which is available to parents and which includes details about how to contact the relevant office of the CSIW.

17.3 The childminder considers and/or investigates all complaints.

17.4 The childminder ensures that the complainant is notified of the outcome.

17.5 The childminder keeps an accurate and detailed record of all complaints, which includes 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

17.6 The childminder ensures that all complaints are handled in a sensitive and confidential manner.

STANDARD 18: CHILD PROTECTION

OUTCOME

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

18.1 The childminder draws up and implements a child protection policy which links into the arrangements of the local Area Child Protection Committee and ensures that any adults working and looking after children are able to put the policy into practice.

18.2 The childminder is aware of the appropriate local Area Child Protection Committee (ACPC) guidance or procedures on child protection, and knows whom to contact if concerned about a child.

18.3 The childminder records any concerns and reports them according to the procedures and without delay. This will include notifying the CSIW.

18.4 The childminder is aware of the following categories of abuse - physical abuse, physical neglect, emotional abuse and sexual abuse.

18.5 The childminder ensures that any concerns are kept confidential to as few people as need to know about them.

THE PHYSICAL ENVIRONMENT

STANDARD 19: THE PREMISES

OUTCOME

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

19.1 The childminder ensures that they deliver a service in safe and secure premises that are maintained in a suitable state of cleanliness, repair and decoration.

19.2 The childminder ensures that local planning and building control requirements are met.

19.3 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.

19.4 The premises are free from hazards and welcoming to children.

19.5 The indoor playing space provides at least the following minimum per child:

- under two years - 3.5 sq. metres
- two to seven years - 2.5 sq. metres

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

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

19.8 Rooms used by children are maintained at a temperature of at least 18 degrees Centigrade (65 degrees Fahrenheit).

19.9 There are suitable washing and toilet facilities; paper towels or separate towels are provided for each child.

19.10 Each child has their own bed linen, flannel, toothbrush and hair brush if they are used (these can be provided by parents or childminders). Children are encouraged to learn about personal hygiene through the daily routine.

19.11 The premises are well lit and adequately ventilated.

STANDARD 20: EQUIPMENT

OUTCOME

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

20.1 The childminder ensures that she/he provides furniture, equipment and toys which meets the needs of children placed with them.

20.2 There is sufficient equipment such as high chairs, bedding and buggies, and/or fitted child car seats so that the childminder can provide a good range of quality care.

20.3 The childminder ensures that their equipment is:

- appropriate to the ages and stages of the children
- conforms to the BS EN where this benchmark exists
- of sufficient quality and quantity to be adequate for the number of children attending and the adults working there.

20.4 The childminder has sufficient toys and suitable play materials available for indoor and outdoor play to enable children to develop their emotional, intellectual, social and physical skills. These are appropriate for the developmental needs of the children attending and promote their cultural awareness and equal opportunities.

STANDARD 21: SAFETY

OUTCOME

Children have their needs met in settings that are safe.

21.1 The childminder takes positive steps to actively promote safety when caring for children.

21.2 Outdoor play spaces that are part of the premises are safe, secure and well maintained.

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

- all ponds, drains, swimming pools and any natural water are made safe or are inaccessible to children unless supervised
- steep edges are protected
- pets are kept away from this area
- sandpits are covered when not in use.

21.4 Proper arrangements are made so that children are escorted safely to local parks, playgrounds, or the equivalent on a regular basis.

21.5 The childminder ensures the safe control of children while out walking.

21.6 Any vehicle used to transport children is properly maintained, conforms to legal requirements, and drivers have a valid licence, MOT certificate if required and appropriate insurance. Parents give written permission for their child to be transported in a vehicle. All children are restrained in an appropriate car seat or seat belt. Children are not left unattended on outings or in a vehicle.

21.7 Kitchen facilities enable the hygienic storage, preparation, cooking and serving of food.

21.8 When children have access to the kitchen, the childminder ensures that they are not exposed to hazards.

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

21.10 Greenhouses, garages and sheds are accessible to children only if they are safe or the children are supervised.

21.11 Electric sockets in areas accessible to children are fitted with socket covers.

21.12 Gas, electrical and other appliances are properly guarded. Fittings conform to health and safety requirements and do not pose a hazard to

children. Appropriate annual checks are carried out and certificates are available for inspection by CSIW.

21.13 The childminder has undertaken fire safety training before registration.

21.14 The childminder complies with, and keeps a record of, any advice given by the local fire safety officer.

21.15 The childminder provides at least one fire blanket that conforms to BS EN standards.

21.16 Smoke alarms that conform to BS EN standards are provided at every level of the house and are maintained in working order.

21.17 The childminder has devised and practised an emergency escape plan in the event of fire.

21.18 Any door fitted with glass has safety glass or is covered with protective plastic film.

Annexe A

Overnight Care

These are additional criteria to be met by childminders 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 older children is respected during bath time and when undressing.

SAFETY

A.4 The sleeping areas do not have any health or safety hazards.

A.5 Sleeping areas to be used by children are inspected by the Fire Safety Officer and all recommendations on fire safety and arrangements for safe emergency evacuation are met before any child is looked after overnight.

A.6 Appropriate security systems are in place in order to protect the premises from unauthorised entry. No one over the age of 16 who has not been police checked stays on the premises overnight.

HEALTH

A.7 There is a good general level of hygiene, decoration and cleanliness in all sleeping areas.

FOOD AND DRINK

A.8 Suitable meals, feeds and drinks are provided. Requirements are discussed with parents in advance.

WORKING WITH PARENTS

A.9 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.

A.10 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

A.11 No child is received into the provision without emergency contact numbers being provided. If the parents are unavailable to be contacted, another named person is available to collect the child if necessary.

A.12 A contract is obtained 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.