

# CHILDMINDING

all you need to know





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### Foreword

This new Childminding Information Pack has been developed by the Regional Childminding Development Officers to support childminders operating in Ireland and contains the most up to date information relevant to the childminding sector.

The initial plan was to make this resource available online only, however Limerick Childcare Committee has taken the decision to make this useful resource available to all Childminders in Limerick in hard copy also.

The printed documents are presented in a ring binder that can be added to and/or amended over time.

We hope that this more accessible format will encourage greater use of this valuable resource.



Anne Delaney  
Manager  
Limerick Childcare Committee





# A Guide to becoming a Childminder



This document has been developed by the Childminding Development Officer Team, September 2020.

The Childminding Development Officers provide support to the local City and County Childcare Committees to work with existing and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities.

The Childminding Development Officer team would like to acknowledge that the material in this pack has been adapted from resources previously developed and published by the City and County Childcare Committees (CCCs) and Tusla.

**Disclaimer:**

The Childminding Development Officers have made every effort to ensure that all the information included in this publication is accurate and correct. However, under no circumstances will the board of any City/County Childcare Committee be liable in respect of any error(s), omissions, typographical errors or incorrect information therein.

The Childminding Development Officers assumes no liability whatsoever for any damage resulting from use of this publication, associated resources or its contents.



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## WHAT IS A CHILDMINDER?

A Childminder cares for a small group of children of mixed ages in the childminder's own home. Children are welcomed as individuals, they are offered affection and respect and their developmental and recreational needs are met. Childminders offer a flexible service, tailored to each child, thereby helping parents and guardians to balance their work and family commitments. A Childminder negotiates and agrees her/his terms with parents. The child's welfare must be the prime consideration of the Childminder. Childminders have sole responsibility for the health, safety and wellbeing of each child entrusted to their care.

## CHILDMINDING AS A PROFESSION

If you enjoy working with children, why not consider becoming a Childminder?

Childminding can offer you an opportunity to:

- Earn a living by caring for other people's children in your own home
- Become a self-employed Early Learning and Care / School Age Childcare provider
- Offer the National Childcare Scheme (NCS)
- Stay at home and care for your own children as well as caring for others
- Share in the care and development of children from birth to 14 years of age
- Avail of the Childcare Services Relief with Revenue
- Avail of information, networking and training supports from your local City / County Childcare Committee (CCC)
- Access the Childminding Development Grant and other funding opportunities
- Meet other Childminders in your area and get to know your local community

## HOW CCCS SUPPORT CHILDMINDERS

CCCs support Childminders to:

- avail of relevant up to date childminding information
- develop appropriate Policies and Procedures
- access funding supports such as The Childminding Development Grant and Learner Fund Bursary for Childminders

- participate in local network opportunities with other Childminders • avail of local training opportunities
- avail of the Childcare Services Relief with Revenue
- Voluntary Notify (if applicable)
- register with Tusla (if applicable)
- offer the National Childcare Scheme (if applicable)
- remove the isolation often experienced by Childminders
- connect with parents who are seeking childminding care
- have their names included on a public list of Childminders which is made available to parents

You can find your local CCC information at the following link: <https://myccc.ie/>

## CHILDMINDING

Childminders care for children in their own home. There are many childminding services who are not required to register with Tusla (see below).

These Childminders may choose to contact their local City/County Childcare Committee (CCC) or/and Childminding Ireland to avail of information, support, network and training opportunities and grants.

### **CHILDMINDERS EXEMPT FROM TUSLA REGISTRATION UNDER SECTION 58L OF THE CHILDCARE ACT (1991) ARE AS FOLLOWS:**

- (a) the care of one or more children undertaken by a relative of the child or children or the spouse of such relative
- (b) a person taking care of one or more children of the same family and no other such children (other than that person's own such children) in that person's home
- (c) a person taking care of not more than 3 children of different families (other than that person's own such children) in that person's home.

A Childminder is exempt from registering with Tusla if they care for a mix of Early Years and School Age children (up to a maximum of 6 children) as set out in the table:



No. of pre-school children being cared for	Maximum no. of school age children
0	6
1	5
2	4
3*	3
3*	0

\*no more than 2 babies under 15 months

## VOLUNTARY NOTIFICATION

Childminders who are minding 3 or less children (in their own home) or who are legally exempt from registering with Tusla may choose to voluntarily notify that they are providing a childminding service by contacting their local CCC and avail of information, supports, network, training opportunities and grants.

CCCs who offer Voluntary Notification support Childminders to complete the process which considers the four nationally recognised core areas where certain requirements should be met by Childminders:

### (i) Suitability of the person

The Childminder must be a person aged 18 or over who is genuinely interested in caring for children and is of a suitable character to do so.

### (ii) Wellbeing of the Child

The Childminder must have a commitment to providing quality childcare which ensures that the wellbeing and development of the child is paramount.

### (iii) Physical Environment

The Childminder's home should provide a secure and happy environment in which the health, safety and welfare of the child is assured and in which the developmental needs of the child are met.

### (iv) Health & Safety

The Childminder must provide evidence that adequate health and safety procedures are in place.

## TUSLA REGISTRATION

Certain categories of Childminders are legally obliged to register their childminding service with Tusla and are subject to Inspection: Childminders who wish to care for 4 or more preschool children or care for 7 or more school age children or a mix of both.

### WHO ARE TUSLA?

TUSLA, the Child and Family Agency, are the dedicated State agency responsible for improving wellbeing and outcomes for children.

**Tusla's Early Years Inspectorate** is the independent statutory regulator of Early Years Services in Ireland. Certain categories of Childminders are legally obliged to Register with Tusla that they are providing a childminding service, while others are not obliged to register. This is to ensure that children attending Childminding Services are safe, receive appropriate care and have a positive experience where they can develop and learn in a quality service.

### WHO IS OBLIGED TO REGISTER WITH TUSLA?

- Childminders who wish to care for 4 or more preschool children (only preschool children)
- Childminders who wish to care for 7 or more school age children (only school age children)
- Childminders who care for a mix of preschool and school age children, i.e. if caring for 4 or more preschool children and a small number of school age children or 7 or more school age children and a small number of preschool children

If a Childminder wishes to register their service with Tusla, it is a legal requirement that they **must apply at least 3 months in advance of minding 4 or more children.**

**In relation to Preschool age children:** A Childminder should look after no more than 5 preschool children (birth – 6 years). Childminders who care for 4 or more preschool children are legally required to register their childminding service with Tusla prior to caring for the 4th minded child.

**In relation to School Age Childcare:** If a Childminder cares for school age children only, the Childminder can care for up to 12 children in the Childminder's home. A Childminder can care for up to 6 school age children without having to register with Tusla, however the care of 7 or more school age children requires such Childminders to register their childminding service with Tusla.

**Childminders who care for a mix of preschool and school age children:** The maximum numbers of each that a Childminder can care for at the same time is as follows:

No. of preschool children cared for (0 – 6 years)	Maximum no. of school age children that can be cared for (6+ yrs)
1	10
2	7
3	5
4	2
5	1

All scenarios in the table above will require a Childminder to register their service with Tusla. See <https://www.tusla.ie/services/preschool-services/new-providers/> for further details.

## GARDA VETTING

All Tusla registered Childminders must have Garda Vetting, but best practice would indicate that all Childminders and their emergency backup contact should be Garda Vetted.

To apply for Garda Vetting, you must contact Barnardos' Vetting Service directly.

Alternatively, Barnardos can be contacted on:

**Phone:** 021 4547060

**Email:** [vetting@barnados.ie](mailto:vetting@barnados.ie)

If a Childminder is a member of Early Childhood Ireland they can be vetted as members through Early Childhood Ireland.

## CHILD PROTECTION AND WELFARE

Children First relates to the recognition of child abuse and neglect, the reporting of same to Tusla - Child and Family Agency, and the best practice which organisations should adhere to, to keep children safe while availing of their services. Non statutory obligations for all persons coming into contact with children are set out in the Children First Guidance. The Children First Act 2015 sets out additional

statutory obligations for defined categories of persons and for organisations providing relevant services to children.

### CHILDREN FIRST CHILD PROTECTION TRAINING PROGRAMME

#### Tusla Children First E-learning Programme

Tusla has worked with the DCYA and HSE to develop a universal e-learning training programme called 'Introduction to Children First'. The programme is based on Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015. The programme takes approximately 1.5 hours to complete but it can be done in a number of sittings. To adhere to best practice in relation to Child Protection & Welfare, all Childminders should complete the E-learning programme.

### POLICIES & PROCEDURES

Childminder must develop and review policies, procedures and statements. Policies, procedures and statements standardise the Childminder's approach to implementing best practice, support communication with parents and ensure compliance with the regulations, if applicable.

A Childminder's policies and procedures should represent their individual service and reflect their childminding service as a 'home from home' to the children and families in their care.

### COMMUNICATION OF POLICIES, PROCEDURES AND STATEMENTS

Policies, procedures and statements including any updates, should be communicated and available to parents and guardians. Parents and guardians confirm and sign that they have read and accepted the policies, procedures and statements of the service.

Templates and samples are available from your local CCC on request to support Childminders in developing or revising their own set of required policies, procedures and statements.

**For further information, please request a copy of Childminding Sample Policies and Procedures which are available from your local CCC.**

## DEVELOPING A RECORD KEEPING SYSTEM

All businesses are required to maintain adequate records and childminding services are no different. Not only are Childminders required to maintain accounting records for their business, but it is recommended that all childminding services maintain certain types of childcare specific records.

### WHY DEVELOP A RECORD KEEPING SYSTEM?

Records offer Childminders guidance and inform parents of best practice, regulations and protect the children in the Childminders care.

Records show that Childminders are working in a professional manner, are organised and care about the work they do. Setting up an appropriate record keeping system will make Childminders work easier.

The following records are examples of those recommended for Childminders however this list is not exhaustive:

- Child's Information Record
- Children's Register/ Attendance
- Accident/ Incident Form
- Medicine Administration Form
- Fire and Safety Procedures including Evacuation Plan
- Safety Statement

**For further information, please request a copy of Childminding Sample Policies and Procedures which are available from your local CCC.**

## FIRST AID REQUIREMENT FOR CHILDMINDERS

As a measure of best practice all Childminders are encouraged to participate in First Aid for children. Childminders who wish to complete the Voluntary Notification process are required to complete First Aid for children.

A registered Childminder trained in First Aid Responder (FAR) should be available for children attending the Childminding service, as per the Quality & Regulatory Framework for Childminders.

## FIRST AID REQUIREMENT FOR CHILDMINDERS

All Childminders should ensure that the childminding service is adequately insured, evidenced by a current certificate of insurance. Childminders who are registered with Tusla are obliged to adhere to the requirements as outlined in the Quality and Regulatory Framework. For Childminders working from their own home, Childminding Insurance is important for their own protection. Many home insurance policies cover childminding for up to 2 children, which may be extended to mind up to 6 children. For specific childminding insurance, there are policies, such as that offered by Childminding Ireland, which are tailored packages for minding up to 6 children.

## CHILDMINDING IRELAND MEMBERS INSURANCE PACKAGE

As insured members, Childminders have access to the full range of services:- including free advertising space on the [www.childminding.ie](http://www.childminding.ie). The insurance is comprehensive and provides:

- Public Liability covering insurable accidents
- All risks cover on equipment relating to Childminding, with low €125 excess
- Outings, including swimming with increased ratio of 1 adult to 5 Children
- Loss of Income if your service closes due to certified illness
- Employer Liability, to include helpers or substitutes
- Legal advice and counselling helpline

Childminders caring for more than 6 children should contact their broker or home insurance company to ensure they have adequate insurance cover.

## CAR INSURANCE & CHILD CAR SEATS

All Childminders should check with their car insurer to clarify if they are covered to carry minded children. As Childminders are paid to mind these children, the car insurance company may ask Childminders to get Class 2 insurance to cover the use of their car for business purposes. Suitable child car seats are essential if Childminders are transporting children as part of their working day, all Childminders have a duty of care to ensure the safety of children. See the Road Safety Authority(RSA) advice in relation to child car seats.

## FIRE SAFETY INFORMATION AND REGULATIONS

It is important and considered best practice that all Childminders have Fire Safety policies and procedures in place. This includes an emergency evacuation plan, relevant fire equipment and a fire drill should be carried out monthly with drills being recorded and documented as recommended in Fire Safety in Preschools (1999).

## CHILDMINDER QUALIFICATION REQUIREMENTS

Childminders who are not obliged to register with Tusla are not required to have a childcare qualification, however all Childminders are encouraged to continue their professional development and participate in relevant childcare training as a measure of best practice.

Childminders who register with Tusla as a pre-school service are required to hold at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework prior to registration. This includes the care of a mix of preschool and school age children.

There is currently no qualification requirement for Childminders registered with Tusla as a School Age Childcare service. This includes the care of a mix of preschool and school age children.

## AISTEAR SÍOLTA PRACTICE GUIDE

All Childminders should ensure that the childminding service is adequately insured, evidenced by a current certificate of insurance. Childminders who are registered with Tusla are obliged to adhere to the requirements as outlined in the Quality and Regulatory Framework. For Childminders working from their own home, Childminding Insurance is important for their own protection. Many home insurance policies cover childminding for up to 2 children, which may be extended to mind up to 6 children. For specific childminding insurance, there are policies, such as that offered by Childminding Ireland, which are tailored packages for minding up to 6 children.

Síolta is designed to define, assess and support the improvement of quality across all aspects of practice in Early Childhood Care and Education (ECCE) settings where children aged birth to six years are present, including childminding services.

## REGISTERING WITH REVENUE

The main legal obligation when becoming self-employed is that Childminders must register as a self-employed person with Revenue. Childminders pay tax on the profits from their business and on any other income that they have. The following link to Revenue provides guidance on registering as a self-employed person:

<https://www.revenue.ie/en/starting-a-business/registering-for-tax/index.aspx>

## CHILDCARE SERVICES RELIEF

The Childcare Services Relief allows Childminders who are Voluntary Notified/Known to their local CCC to avail of tax relief on their childminding income. The Childcare Services Relief is available to Childminders who care for 3 children or less in their own home at any one time and earn up to €15,000.

The purpose of the relief is to provide an exemption from income tax, where certain conditions are met, to individuals who provide childminding services in their own homes. To avail of this, Childminders should register with Revenue on-line services (ROS).

**Further information is available in Guidelines on Planning a Childminding Business in your home from your local CCC.**

## PLANNING PERMISSION

The current planning exemptions apply to Early Years Services. Childminders who mind no more than 6 children using existing rooms in their home, do not require planning permission.

## THE NATIONAL CHILDCARE SCHEME

The National Childcare Scheme (NCS) is a Department of Children and Youth Affairs funded scheme which provides financial support towards the cost of childcare to eligible families with children aged between 24 weeks and 15 years who are attending any participating Tusla registered childcare service, including any Tusla registered Childminder and School Age Childcare services.

## CHILDMINDING DEVELOPMENT GRANTS

The Childminding Development Grant (CMDG) offers an incentive, in the form of a small capital grant, to Childminders to enhance and support their awareness of quality childcare. The CMDG is designed to assist Childminders, already providing a childminding service in their own homes, to enhance safety/quality in the service through the purchase of small capital items, equipment, toys, or minor adaptation costs. It may also give financial assistance to new or prospective Childminders with their initial set up costs. All applicants must be committed to maintaining/improving the quality of their childminding service.



## LEARNER FUND BURSARY FOR CHILDMINDERS

The Learner Fund Bursary for Childminders provides subsidy funding to support Childminders who hold a Level 5 or a Level 6 award on the National Framework of Qualifications. The qualification must be on the DCYA Early Years recognised Qualification list.

The Learner Fund Graduate Bursary provides subsidy funding for Early Learning and Care practitioners (which includes Childminders) who hold awards at Level 7, 8 and 9 on the National Framework of Qualifications. The qualification must be on the DCYA Early Years recognised Qualification list.

Childminders who are registered with Tusla as a School-Age Childcare service only are not eligible for the Learner Fund Graduate Bursary.

## STEPS TO BECOME A PROFESSIONAL CHILDMINDER

- Contact the Development Officer in your local City/County Childcare Committee.
- Participate in Continuous Professional Development (CPD) such as First Aid, Children First E-Learning programme and CPD resources available on First 5
- Arrange a support visit (where applicable) to access advice on the physical layout and set up of the service.
- Organise 2 written references and take copies to share with potential parents.
- Organise insurance cover.
- Develop your own Childminding Policies & Procedures by consulting the samples available in the 'Childminding Sample Policies & Procedures'.
- Develop your own Childminding Record Keeping system by consulting the samples available in the 'Childminding Sample Record Keeping Forms'.
- Complete and return the Voluntary Notification Form to your local CCC.
- If required to do so, register your childminding service with Tusla.
- Register your new childminding business with Revenue.
- Decide on your fee policy and preferred hours of work etc.
- Request that your contact details be included in your local CCC Directory of ELC/SAC Services.
- Participate in organised childcare networks to meet other Childminders.
- Design a flyer and place in your local supermarket, library, parent & toddler group preschool / school etc.
- Place advertisement on social media platforms or in the local newspapers.

## USEFUL LINKS

The following resources to support Childminders in developing their business are available from your local CCC:

- Childminding Sample Policies and Procedures
- Childminding Sample Record Keeping Forms
- Guidelines on Planning a Childminding Business in your own home For further advice and support on becoming a Childminder please contact your local CCC. You can find your local CCC information at the following link: <https://myccc.ie/>

### Other useful links:

- First 5 <https://first5.gov.ie/practitioners/continuing-professional-development>
- Tusla <https://www.tusla.ie/>

### National Voluntary Childcare Organisations:

- Barnardos <https://www.barnardos.ie/>
- Childminding Ireland <https://www.childminding.ie/>
- Early Childhood Ireland <https://www.earlychildhoodireland.ie/>
- Irish Steiner Kindergarten Association <https://www.iskaireland.org/>
- National Childhood Network <https://www.ncn.ie/>
- National Parents Council <http://www.npc.ie/>
- St. Nicholas Montessori Society of Ireland <https://smsi.ie/>

NOTES

# Childminding

## Sample Policies and Procedures



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## INTRODUCTION

The professional Childminder develops their own Policies and Procedures which clearly sets out their work practices and assists them to run their childminding business. Policies and procedures should be signed and dated and can be shared with parents accessing their childminding service. Records should be stored safely.

## COVID-19 INFECTION CONTROL POLICY

In the current climate, it is essential that a Covid-19 Infection Control Policy sets the corner stone for policy development within the childminding service. All Childminders must have a Covid-19 Infection Control Policy to ensure that safe practices and procedures are in place within the setting.

Standard infection prevention and control procedures in my home are always important but even more so in a pandemic situation. A heightened awareness by myself, parents and children (where age appropriate) is required so that we know how to protect each other and how to recognise and report symptoms of COVID-19 infection.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep informed and make sure you are using the most up to date guidance available. This information is available from the following links:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-Coronavirus/>

**Please note this guidance was accurate at the time of publication. It is advised that Childminders check the above links regularly for the most up to date information in relation to COVID-19.**

## SYMPTOMS OF COVID-19

Symptoms of Covid-19 include

- fever (high temperature)
- cough
- shortness of breath
- difficulty breathing
- loss of taste and/or smell

## IN MY CHILDMINDING HOME I WILL DO THE FOLLOWING TO REDUCE THE RISK OF COVID-19 SPREAD:

- If I have symptoms, my service will not operate and no children will attend. I will not work if I or any member of my household are ill or identified as a close contact and will follow HSE guidance on self-isolation.
- I will advise parents not to present their children for childcare if the child has symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have COVID19.
- I will limit contact between people, by having a Welcome Back area, for drop off/settling in and collection in an outdoor space. Drop off and Collection times will be staggered to avoid overlap, if a parent arrives at the same time as another family, one family should remain in the car until the other parent has left.
- I will raise awareness by sharing information on Covid-19 and of the symptoms, with parents and children. I will make sure that all parental information is communicated electronically to avoid long conversations at greeting time or home time.
- I will promote good hand and respiratory hygiene as described below and display posters.
- I will promote good respiratory hygiene by:
  - Encouraging the children and ensuring that I cover our mouths and noses with a clean tissue when we cough and sneeze and then promptly dispose of the tissue in a bin and wash our hands.
  - If we do not have a tissue, we will cough or sneeze into the bend of our elbows instead, not into our hands. Posters on preventing spread of infection are available on the HPSC website.
- I will promote good hand hygiene, by:
  - washing our hands regularly.
  - washing our hands with soap and running water when hands are visibly dirty. If our hands are not visibly dirty, we will wash them with soap and water or use a hand sanitiser.

- We will wash our hands:
  - Before and after we prepare food
  - Before and after eating
  - Before and after we prepare food
  - Before and after caring for sick individuals
  - After coughing or sneezing
  - When our hands are dirty
  - After using the toilet
  - After changing a nappy
  - After handling animals or animal waste
- We will follow the HSE hand hygiene guidance at <https://www2.hse.ie/wellbeing/how-to-washyour-hands.html>
- I will restrict any unnecessary visitors to my home during childminding hours. Where it is considered necessary for a parent or guardian to enter my home, e.g. to help settle in a new child, social distancing between the parent/guardian and other adults will be observed. I will keep a record of anyone in my home on each day to facilitate Contact Tracing in the event of an episode of infection.
- I will use a cloth face covering in enclosed indoor settings where it is not possible to keep a distance of 2 metres from others, when not caring for children.
- I will not observe physical distancing measures with the children in my care, but I will try to maintain physical distancing from parents as far as possible.
- Hygiene measures and cleaning regimes:
- Where possible I will teach children how to clean their hands and about respiratory hygiene.
- Tissues and hand sanitisers / hand gel will be available at all times and will provide bins for disposal of tissues.
- I will ensure hand-washing facilities, including soap and clean towels/disposable towels, are well maintained.
- I will increase the frequency and extent of cleaning regimes and ensure that they include:
  - clean regularly touched objects and surfaces using a household cleaning product
  - paying particular attention to high-contact areas
  - wear rubber gloves when cleaning surfaces, wash the gloves while still wearing them, then wash my hands after I take them off.

- I will select and manage toys from an infection prevention viewpoint, by:
  - Toys and equipment will be cleaned and disinfected (when necessary) in line with HPSC guidelines.
  - storing clean toys/equipment in a clean container or clean cupboard.
  - always following the manufacturer's cleaning instructions.
  - always washing my hands after handling contaminated toys and equipment.
- I will clean toys in the following way:
  - All toys (including those not currently in use) will be cleaned on a regular basis, i.e. weekly. This will remove dust and dirt that can harbour germs.
  - Toys that are used by very young children will be washed daily.
  - Toys that children put in their mouths will be washed after use or before use by another child.
  - All toys that are visibly dirty or contaminated with blood or body fluids will be taken out of use immediately for cleaning or disposal. Toys waiting to be cleaned must be stored separately.
- Cleaning Procedure as per current HPSC guidelines,
  - Toys will be washed in warm soapy water, using a brush to get into crevices.
  - Toys will be rinsed in clean water and thoroughly dried
  - Hard plastic toys if suitable will be cleaned in the dishwasher.
  - Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a clean damp cloth and dried.
- Disinfection procedure: In some situations, toys/equipment may need to be disinfected following cleaning. For example:
  - Toys/equipment that children will place in their mouths.
  - Toys/equipment that have been soiled with blood or body fluids.
- During an outbreak of infection:  
If disinfection is required:
  - Use a chlorine based disinfectant at a concentration of 1,000ppm available chlorine (See <https://www.hpsc.ie/a-z/lifestages/childcare> Appendix F on Chlorine Based Disinfectants).
  - Rinse and dry the item thoroughly.
  - I will follow the manufacturer's cleaning/disinfecting instructions and use recommended products to ensure effective usage and to ensure equipment is not damaged.
- I will create a plan for dealing with myself or a child, becoming ill with symptoms of COVID-19.
  - I will have a small supply of surgical masks in a readily accessible place for use if someone develops symptoms of COVID-19.
  - If I or a child is in my home at the time that they feel unwell and develop symptoms, I will call my backup person and parents of the unwell child.

- If a child, or I, develop any symptoms of acute respiratory infection including cough, fever, or shortness of breath during the childminding day, I will keep my distance or the child at a distance from the other children until my backup persons arrive. I will then remove myself or take the child to a designated area where the child can be isolated and attended to and stay with the child until the parent arrives. My backup person will stay with the remaining children until their parents collect them.
  - In an emergency, I will call the ambulance, and explain that the child is unwell with symptoms of COVID-19.
  - The room will be cleaned and contact surfaces disinfected once they leave.
  - If the affected person needs to use the bathroom whilst waiting for medical assistance, they will use a separate bathroom if available and it will be cleaned and contact surfaces disinfected before use by others.
- I will follow HPSC guidelines if there is a suspected or confirmed case of COVID-19 in my home, which are:
    - All individuals with symptoms of COVID-19 should contact their GP for further advice.
    - If the doctor arranges testing for them, they (or their parent) will be contacted by Public Health to identify anyone who has been in contact with them during the period when they were likely to have been infectious.
    - The childcare setting will then be contacted by local Public Health staff of the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
    - An assessment of each childcare setting where this may occur will be undertaken by HSE public health staff.
    - Advice on the management of children and staff who came into contact with the case will be based on this assessment.
    - The HSE Public Health staff will also be in contact individually with anyone who has been in contact with the case to provide them with appropriate advice.
    - Symptomatic people should self-isolate and arrange to get tested for COVID-19.
    - Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to the childcare setting until they are advised that it is safe to do so.
    - Close contacts of a confirmed case should go home and restrict their movements for 14 days. They should not attend the childcare facility during that time. They will be offered Testing for COVID-19 and will need to stay away from the childcare centre for 14 days even if the virus is not detected on the tests. This is because some people who are infected do not have a positive test at the time the test was taken.
  - I will follow the HPSC advice on how to clean my childminding settings where myself or the children had suspected or confirmed COVID-19

**Adapted from Childminding Ireland COVID-19 Infection Control Policy for Childminders in line with HPSC guidance.**

### CHILDMINDERS / VOLUNTARY NOTIFIED CHILDMINDERS

The following Policies and Procedures are required as part of the Voluntary Notification process:

- Confidentiality
- Health & Safety including a Safety Statement
- Child Protection
- Fire Safety
- Positive Discipline
- Partnership with Parents
- Equal Opportunities
- Play

Sample policies and procedures of each of the above are provided in the following section. These samples should be personalised and adapted to the individual childminding service.

### CONFIDENTIALITY POLICY

All information gathered by and for this childminding service is done so with the intention to provide the best quality care for your child. No information is requested for unnecessary reasons. It is my policy to keep confidential all personal information about the children and families, past and present. The only exception to this would be if there was a child protection and welfare concern.

#### CONFIDENTIALITY PROCEDURE:

- I maintain confidentiality by not discussing inappropriately any privileged personal information regarding any child or family using my childminding service
- As parents you will have access to records kept in my service, but only in relation to your own child
- Any emergency back-up person will be informed of my confidentiality policies and procedures
- All information regarding my childminding business will be stored securely in line with GDPR requirements



## HEALTH PROMOTION POLICY

It is my policy to promote a healthy lifestyle through the promotion of an active lifestyle and establishing healthy eating patterns.

### HEALTH PROMOTION PROCEDURE:

- Daily routines will include a balance of activities, rest and play
- A balanced diet is provided with fresh nutritious food
- Special dietary needs of children are met, including allergy precautions, cultural and religious dietary practices and family preference
- Mealtimes at my childminding service are treated as family meals, with time for conversation, social interaction and the encouragement of good eating habits
- Sweets, crisps, chewing gum and nuts are discouraged
- I will record important information regarding daily routine and menu plans as part of working in partnership with parents
- Food will be stored correctly

## ILLNESS POLICY

The best place for sick children is at home. However, each case will be looked at individually depending on the nature of the illness. It is my policy to obtain and record information from parents on their child's vaccination history.

### ILLNESS PROCEDURE:

- Children with infectious diseases should not attend. Please refer to HPSC Management of Infectious Diseases in Childcare Facilities and Other Childcare Settings which includes the incubation period and minimum period of exclusion
- In relation to Covid-19, please see my Covid-19 Infection Control Policy
- I will inform you as parents if any child attending has an infectious disease

- Parents should inform the Childminder if their child has been sick during the night
- As a Childminder I will obtain written consent from parents on administering medication to your child
- I will keep a written record of all medication administered. I will note the amount, type, date & times and method of administration of all named medicine given to the children
- I will inform parents of all medication administered
- I will store medicine appropriately
- Information on each child's vaccination history is requested

### COVID-19:

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep informed and make sure you are using the most up to date guidance available.

This information is available from the following links:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-Coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health.

### Symptoms of COVID-19 include:

- Fever (high temperature - 38oC or above) - Note that a temperature of 38oC should not be discounted on the basis that a child is teething. For information on teething see the link below: <https://www2.hse.ie/wellbeing/child-health/baby-teething-and-gums.html>
- Cough - this can be any kind of cough, not just dry
- Shortness of breath or breathing difficulties
- Loss or change to your sense of smell or taste

**For a full COVID-19 Infection Control Policy in line with HPSC advice please see page 5**

## SAFETY POLICY

It is my policy to promote the wellbeing and personal safety of all children, through developing and regularly reviewing my Safety Statement.

The Safety Statement outlines my intention to implement safety procedures in order to ensure a safe childminding environment.

### SAFETY STATEMENT / PROCEDURE:

- I will maintain all areas available to the children in my childminding service so as to prevent risk of accident or injury to any child
- I will carry out regular risk assessments of my home and equipment and take remedial action as required
- There is a phone on the premises and emergency contact numbers are posted in an easily accessible location
- A back-up person is available and may be called in an emergency. This person is familiar with my safety policy and statement/procedures
- Suitable and age appropriate materials/equipment are available to children.
- My house is a non-smoking area
- Smoke alarms are fitted and checked monthly and there is a fire blanket/extinguisher in an accessible area at all times
- The perimeter of my house is secure and if applicable fitted with gates which are closed during childminding hours
- Exit doors are secure and care is taken to ensure that no child can leave the home undetected
- An emergency evacuation plan is in place and a fire drill is carried out regularly
- I hold an up to date First Aid Certificate or I am planning to participate in First Aid Training
- I maintain a fully equipped first aid box which is easily identifiable and in an accessible location

- My home is clean and I maintain a high standard of hygiene to minimise the risk of infection
- I am insured for the protection of the children, in the event of an accident
- Minor accidents will be treated in my home and I will inform you of the injury and the action taken as soon as possible
- In the case of a serious accident I will contact the doctor and parent and take all necessary steps to ensure the wellbeing of the child. Each child's record and consent for medical treatment will accompany the child to the doctor/hospital in the event that a parent is not available
- All accidents including minor ones are recorded using accident/incident forms
- Animal and pets on the premises do not put the health, safety and welfare of children at risk

### FIRE SAFETY POLICY

It is my policy to minimise the risk of fire through the practice of fire prevention and to be prepared to act in the event of a fire in my home.

#### FIRE SAFETY PROCEDURE:

- I have and maintain fire safety equipment including fire extinguishers, smoke alarms, carbon monoxide alarm and fire blankets
- Fire safety equipment is of an approved standard, checked as required and records kept.
- I have a fire evacuation plan
- I carry out a monthly fire drill involving all the children
- A record is kept of all fire drills carried out

**Note: Please see accompanying Childminding Sample Record Keeping Forms for Sample Fire Drill Record**

## CHILD PROTECTION AND WELFARE POLICY

In line with Children First: National Guidance for the Protection & Welfare of Children, it is my policy to ensure that children are protected and kept safe from harm at all times when in my care.

### CHILD PROTECTION PROCEDURES:

- I have / plan to avail of Always Children First Child Protection Training and will ensure this training is updated as required
- Children and parents will be informed of any adults who are present in my home or who visit my childminding service on a regular basis
- I ensure my back-up person meets the core requirements for Suitability of the Person as outlined in the Voluntary Notification Form
- I ensure that my back-up person is aware of all my policies and procedures
- Written records are kept of all accidents, injuries or incidents in keeping with current Child Protection and Welfare training recommendations
- If I have a child protection concern regarding your child, I will discuss it with you as required
- Information held by me in relation to child protection and welfare concern will be stored in a separate secure system and will be shared only on a need to know basis in line with my Child Protection and Welfare policy
- My response to a child protection concern is to:
  - Discuss the concern with the parent
  - Record objectively any relevant information
  - Consult with the Tusla Duty Social Worker
  - Where appropriate report the child protection concern to the Tusla Duty Social Worker
- If you as the parent have a child protection and welfare concern regarding my service, you have the following options:
  - Discuss the concern with the Childminder
  - Contact the Tusla Duty Social Worker

### BEHAVIOUR MANAGEMENT POLICY

I believe that children should be encouraged to grow and develop to their full potential in a suitably planned environment, where they know what is expected of them, and where clear limits are set appropriate to their age and stage of development and any special needs they may have.

#### BEHAVIOUR MANAGEMENT PROCEDURE:

- Children's efforts, achievements and feelings will always be acknowledged to promote the growth of self-esteem
- I will strive to manage behaviour consistently in order that children have the security of knowing what to expect and can build up good patterns of self-discipline
- Rules will be kept to a minimum and will be enforced in a supportive, yet consistent manner and will be discussed and explained to all children and parents
- The key to positive child behaviour management is good observation skills (looking and listening) on my behalf as the Childminder
- Corporal punishment (smacking etc) will never be used. I will ensure that no corporal punishment is inflicted on a child and that a child is never subjected to any degrading or abusive behaviour (physical, emotional, verbal, sexual abuse or neglect) while in my care
- I will be aware of how my own behaviour affects the child and will strive to be a positive role model
- When challenging behaviour occurs the focus will be on the actions of the child. It will always be made clear to the child that it is the behaviour and not the child that is unacceptable. At no time will a child be belittled or made to feel unvalued as an individual
- I will inform you of any behaviour and action taken involving your child

### PARTNERSHIP WITH PARENTS POLICY

I recognise that as parents you are the primary carers for your children. I hope to work in partnership with you in sharing the care of your child to ensure smooth transitions from home to home environments.

### **PARTNERSHIP WITH PARENTS PROCEDURE:**

- I understand that coming to a Childminder for the first time is a new experience for each child and parent and individual needs and concerns will be considered
- As parents you have access to my policies and procedures and I encourage you to avail of a settling in period, during which we can discuss any issues as they arise
- I will strive to have open communication with you at all times. It is important that I be made aware of family events/issues/changes in order to support the child. Be assured that all information received will be treated with the strictest confidence
- Cultural, religious and/or ethnic practices you wish me to be aware of can be shared. I will respect and when possible, include these in my childminding service
- There is an 'open door' policy in place. You are welcome to visit at any time. In light of the recent COVID-19 pandemic, restrictions on this policy will be in line with current HPSC advice
- I invite you to accompany me with your child on outings, special celebrations, etc. In light of the recent COVID-19 pandemic, restrictions will be in line with current HPSC advice
- In order to have a mutual understanding of the terms and conditions of my childminding service a working agreement form will be used and reviewed as required. In light of the recent COVID-19 pandemic, restrictions will be in line with current HPSC advice
- When the childminding arrangements are to end, in the interest of all concerned, it will be done in a planned and positive way

### **EQUAL OPPORTUNITIES POLICY**

It is my policy to respect the individuality of all children and adults involved in this childminding service. I will promote positive attitudes to differences of culture, race, gender, language, ability, family circumstances, minority groups and members of the Travelling community. I will be socially inclusive in my childminding practice.

### **EQUAL OPPORTUNITIES PROCEDURE:**

- My childminding service is open to all families in the community

- A range of activities, books and equipment is chosen to reflect various difference in cultures, gender and ability
- Special dietary needs of children are catered for where possible
- I will challenge statements or behaviour by anyone, be they parents, children or back-up persons which are racist, sexist or which reinforce stereotypes or which are in any other way derogatory to an individual

### PLAY POLICY

My family home provides a rich play and learning opportunity for children of all ages. I will meet the children's individual needs and promote their wellbeing. I will plan and provide activities and play opportunities in a holistic and child centred way to develop children's emotional, physical, social and intellectual capabilities.

### PLAY PROCEDURE:

- I will identify stimulating materials in my home and use daily routines to promote the holistic development of the children in my care
- Toys and equipment including open-ended materials will be safe, clean, checked regularly and be age appropriate
- I will use my home to provide a stimulating play and learning environment both indoors and outdoors encouraging open-ended play
- Children will be active participants in decision making where appropriate
- I will encourage children to initiate their own play ideas and experiences, to play at their own pace and most importantly play should be fun!



## TUSLA REGISTERED CHILDMINDERS

The sample policies and procedures included in this document have been adapted from Tusla's (2018) Childminding Sample Policies, Procedures and Statements. These templates and samples may assist Childminders in developing or revising their own set of required policies, procedures, and statements.

These suggested samples and templates are just that – samples will need to be adapted to reflect the Childminders own childminding service. Please refer to Childminding Quality and Regulatory Framework (QRF) when writing any of the policies that are required.

A Childminders policies, procedures, and statements are active documents, which reflect what Childminders do and how they do it, within their Childminding Service every day. A Childminders policies, procedures, and statements standardise the Childminders approach to implementing best practice and ensuring compliance with the regulations.



## MASTER TEMPLATE

This template is a **suggested** standard layout for your policies, procedures, and statements. The samples in this booklet are modelled on this template.

### 1. RATIONALE AND PURPOSE

- ▶ Outlines the main reasons for the policy. For example – the reason for the policy as detailed in the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.
- ▶ Describes the purpose of the policy and what you want the policy to achieve. For example – a safe sleep policy may seek to ensure that children will be safe in the service while sleeping.

### 2. PROCEDURES AND PRACTICES

- ▶ Gives clear information and describes the specific steps and / or guidance to be followed to put the policy into practice.
- ▶ It outlines the way things are done in your childminding service.

### 3. COMMUNICATION OF POLICY

- ▶ Outlines how parents and guardians are informed about the policy. For example – make parents aware of policies through a handbook.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

- ▶ Shows when the policy was written and when it will be reviewed (at least once a year). This is signed by the Childminder.
  - a. Date policy was written:
  - b. Date policy is to be reviewed:
  - c. Childminder's signature:



## SAMPLE 1: STATEMENT OF PURPOSE AND FUNCTION

### 1. RATIONALE AND PURPOSE

- ▶ The statement of purpose and function is a description of my childminding service, reflecting the day-to-day operation.

### 2. PROCEDURES AND PRACTICES

#### About my childminding service

- ▶ This is a home-based childminding service, offering early years care for children aged 0-6 years who are not attending primary school.
- ▶ I care for a maximum of 5 pre-school children at any one time.
- ▶ I also offer out of school care for children up to the age of 12 years.
- ▶ The operating hours are from 8am until 6pm in general. I do not offer overnight care.
- ▶ My childminding service is registered with Tusla's early years inspectorate. You can find my most recent inspection reports at: [www.tusla.ie/services/preschool-services/creche-inspection-reports/](http://www.tusla.ie/services/preschool-services/creche-inspection-reports/)
- ▶ The cost of my childminding may vary, is agreed before enrolment and is subject to review.
- ▶ My childminding service is a home from home environment. My service mirrors the atmosphere and flexibility of home life and allows children to grow and develop in this homely setting.
- ▶ I have an open-door policy to all the parents/guardians of children attending. A parent or guardian can drop in at any time.
- ▶ I have a back-up person in the event of an emergency. They are Garda Vetted and attend the service regularly, so the children are familiar with her. They are aware of all policies, procedures, and statements.
- ▶ Only visitors whom I know personally will be allowed into my home. If an unknown visitor is due, I will inform parents/guardians ahead of time, as far as practicable. Children are never left alone with any visitors.
- ▶ I have pets in my home; a dog and a cat.
- ▶ I work in partnership with parents and guardians, and I encourage and value on-going communication with you.
- ▶ If I am absent (planned or unplanned), the arrangements are {describe here your arrangements}.
- ▶ I take children under 15 months old.

#### About me

- ▶ I am a member of Childminding Ireland.
- ▶ I offer two references regarding my suitability to care for children.
- ▶ I am Garda Vetted.

- ▶ My qualifications include {list your qualifications here}
- ▶ I engage in on-going professional development and training, as required.
- ▶ I keep an up-to-date Curriculum Vitae, to show relevant training and experience.
- ▶ I have childminding insurance.
- ▶ I have completed Tusla's Child First E-learning Programme.
- ▶ I am available to contact via:
  - Email {insert email here}
  - Phone {insert phone number here}.

### Before enrolment

- ▶ Before enrolling a child, I meet with parents/guardians in my home to discuss my childminding service.
- ▶ Once terms and conditions, including fees and payment terms have been agreed, a contract between the parents/guardians of the child and myself will be signed.

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Statement of Purpose and Function at enrolment.
- ▶ Parents/guardians confirm that they have read and accept this statement.
- ▶ I will make a copy of this statement of purpose and function, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this statement.

## 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date Statement of Purpose and Function was written:

Date Statement of Purpose and Function is to be reviewed:

Childminder's Signature:

## SAMPLE 2: COMPLAINTS POLICY

### 1. RATIONALE AND PURPOSE

- ▶ To set out a clear and specific procedure for making and dealing with complaints about any aspect of my service.
- ▶ To assure anyone who comes in contact with my childminding service that if they ever have a comment, concern or complaint, it will be welcomed and responded to appropriately.
- ▶ To ensure complaints are taken seriously, treated sensitively, resolved efficiently, recorded appropriately, and dealt with in a confidential manner.

### 2. PROCEDURES AND PRACTICES

#### Concerns, comments, or complaints

- ▶ I am committed to providing parents/guardians and children with a happy, high-quality childminding service.
- ▶ I welcome all comments on my service, whether they are positive or negative.
- ▶ I will respond to all complaints, irrespective of the nature of the complaint, or who the person making the complaint is.
- ▶ All complaints are handled sensitively without fear, favour, or prejudice.
- ▶ I have a complaints management process that is fair, transparent, impartial, and confidential.
- ▶ All details of the complaint are managed and recorded in a consistent and unbiased way.

#### Complaint management: Informal

- ▶ If you consider that any aspect of my service was less than expected, please tell me.
- ▶ I can be contacted in person, by phone, letter, email, or text. {insert your contact details.}
- ▶ The complaint may be made by the parent/guardian or a person mandated by them.
- ▶ I would hope that we could resolve the matter informally, through discussion and agreeing a resolution, if possible.
- ▶ I will record all details of the complaint, including my response and any resolution.

#### Complaint management: Formal

- ▶ If a satisfactory resolution cannot be found, then a formal procedure will come into operation.
- ▶ I will encourage you to put your complaint in writing to me. Relevant names, dates and any other important information on the nature of the complaint should be included.
- ▶ I will acknowledge receipt of your complaint in writing as soon as possible.
- ▶ I will keep you informed of the process. If there is any delay, I will advise you and explain the reason why.

- ▶ I will consider and respond to your concern in writing within a specified timeframe and in as objective a manner as possible.
- ▶ Confidentiality will be maintained appropriately.
- ▶ If you are dissatisfied with my response or feel for any reason that you cannot bring a concern directly to me, you may contact (insert here the name of the person whom the complainant can contact).
- ▶ Alternatively you may contact Tusla's Early Years Inspectorate

### **Complaints not within the scope of the childminding service**

- ▶ If I have good reason to believe that the situation has child protection implications, I will ensure that the local Tusla duty social worker is contacted, according to the procedure set out in the child protection policy.

### **Confidentiality and the recording and storage of complaints**

- ▶ I will keep a record of complaints in a complaints record file, separate from the children's files.
- ▶ I will only share information relating to complaints on a need-to-know basis.
- ▶ I am the only person to have access to the complaints records file for my childminding service.
- ▶ I will keep a record of the complaint for 2 years, from the date on which the complaint has been dealt with (this period may vary depending on other legal requirements).
- ▶ The record will include:
  - The name of the complainant
  - The nature and details of the complaint
  - The date and time the complaint was received
  - The manner in which the complaint was received
  - The name of the person who received the complaint
  - The level of risk to the child or children arising from the subject of the complaint
  - The manner in which the complaint was dealt with, including:
    - Any local resolution implemented
    - Any specific meetings held with the person making the complaint and minutes of any such meetings; and
    - Timelines for investigation of the complaint and notification of the outcome to the person making the complaint.
    - Details of the investigation carried out
    - The outcome of the investigation
    - Details of any corrective or preventive actions to resolve the complaint
    - Information given to the person making the complaint about the progress and the outcome of the complaint
    - Details of the investigation and whether the action taken to resolve the complaint was accepted



- Details of any plan implemented for the child's care as a result of the complaint, as agreed with the child's parents or guardians
- Details of any review to the risk management process in light of the complaint
- Details of any changes to practice or policy.

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the complaints policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this complaints policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 3: ADMINISTRATION OF MEDICINE POLICY

### 1. RATIONALE AND PURPOSE

- ▶ To ensure the safety, health and welfare of the children in my care, in relation to the administration and safe storage of medication.
- ▶ To describe the procedures to be followed to ensure the safe storage and administration of medication to children, including in an emergency situation.

### 2. PROCEDURES AND PRACTICES

Medications are only administered to a child where a child's parents/guardians have given written consent.

- ▶ Written consent is also required to allow your child to have appropriate medical treatment, if required.
- ▶ This policy includes a medication consent form. (please see accompanying **Childminding Sample Record Keeping Forms**).
- ▶ This written consent is given on enrolment, on your child's registration form.

#### **Storage of medication**

- ▶ Medications are:
  - Labelled with the child's name, dosage and the expiry date
  - Stored in line with the manufacturer's instructions
  - Kept in their original containers
  - Stored out of sight and reach of children, but quickly accessible to me
- ▶ Medications, creams, and ointments are not stored in my first aid box.

#### **Administering medication**

- ▶ I have the relevant knowledge, skills and training to administer medication.
- ▶ If additional skills, training, information or instruction is required to administer a particular medication for your child, I will obtain this.
- ▶ If a child develops a fever and is distressed, I may administer an anti-febrile medication with your written consent.
- ▶ If your child has an individual care plan, I will ensure the specific information about medication requirements are adhered to.
- ▶ I undertake the following safety procedures before, during and after administering medication:

### **Before administration I check:**

- The appropriate consent has been given
- The medication is given to the child for whom it is intended
- The date and time the medication was last given
- The dosage (prescribed/unprescribed)
- The expiry dates
- Any written instructions provided
- Any possible side effects
- With parents/guardians or a health professional, before taking further action if I am in any doubt

### **On administration I ensure:**

- The medication is given at the correct time and date
- The correct dose is given
- The correct route of administration
- Appropriate equipment is used to administer the medication dose. For example – for liquids, the correct measuring tool is provided with the medication
- The dignity and privacy of the child is ensured, as appropriate. For example – when medication is required to be administered by a route other than the oral route

### **After administration:**

- I observe the child for any possible side effects
- Where appropriate, I observe the child's response to medication. For example – where an anti-febrile agent is administered
- I return medication to appropriate storage
- I manage or dispose of any equipment used during administration
- I record the date, time, dosage and sign the administration of medication form which will be later signed by a parent

### **Accidents and incidents involving medications**

- ▶ In the event of a medication emergency, such as an allergic reaction, I will notify the child's parents/guardians and also the emergency services.
- ▶ There is a suitably equipped first aid box in my home.
- ▶ Where a child refuses to take the medication prescribed for them, I will not force them to do so, but will inform the parents/guardians as a matter of urgency. If the child not taking the medication leads to an emergency situation, I will call the emergency services and the parents/guardians.
- ▶ If the medication cannot be given at the required time, I will record this on the administration of medication form with an explanation.
- ▶ If a child is mistakenly given another child's medication, I will call a doctor immediately and follow their advice. I will contact and inform the parents/guardians of the child who mistakenly received the medication, as soon as possible.

- ▶ The poisons information line number, GP, pharmacist, and other emergency numbers are readily available at all times.
- ▶ Where a child is taken to hospital by ambulance, I will accompany them and remain with them until a parent/guardian arrives. The emergency person will take my place with the other children, in my absence (see Accidents and Incidents Policy).
- ▶ All required information is shared with the emergency services and the parents/guardians.

### **Sunscreen**

- ▶ Parents/guardians should supply high factor sun protection cream (above 30 SPF) in sunny weather. Only the sunscreen supplied by the parent/guardian will be applied to their child. Written consent is not required to apply sun protection creams supplied by the parent/guardian for their own child, as the supplying of the sunscreen gives implied consent for that specific cream.
- ▶ When a parent/guardian has not supplied sunscreen, I will apply the following sunscreen {insert name of sunscreen and SPF factor here}. I will require written consent for the application of this cream, so that you can advise if a previous adverse reaction may have occurred with the type cream supplied by me.
- ▶ Sunscreen will be applied when required in accordance with the manufacturer's instructions.
- ▶ If a parent does not wish their child to have sunscreen applied I will discuss with the parent as to the best possible ways to protect the child in such an eventuality, for example use of clothing including sun hat and long sleeved top and long trousers, offering play in a shaded area etc.

### **Disposal of medications**

- ▶ Medications with the expiry date exceeded or the period of use is complete, are returned to the parents/guardians of the child.
- ▶ If not collected by the parents/guardians, I will return to the pharmacy for safe disposal

### **Records**

Children's medication records are kept for 2 years from the date a child stops attending the service. This includes the medication consent form, administration medication form and all related information.

## **3. COMMUNICATION OF POLICY**

- ▶ Parents/guardians are informed about the Administration of Medication Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this administration of medication policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:

## SAMPLE 4: INFECTION CONTROL POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy describes the procedures to be followed to protect the children and myself from the transmission of infections.
- ▶ My policy is reflective of the Management of Infectious Disease in Childcare Facilities and other Childcare Settings and is reflective of current HPSC COVID-19 guidelines.

### 2. PROCEDURES AND PRACTICES

#### Handwashing

- ▶ I wash and dry my hands correctly, using a cleaning agent (please see accompanying Childminding Sample Record Keeping Forms).
- ▶ Children are supported and supervised in correct handwashing with a cleaning agent such as liquid soap and hand-drying techniques.
- ▶ Children wash their hands when dirty, after nappy changing/toileting, after handling animals/pets, after outdoor activities, before and after eating, after touching a cut or sore, after sneezing, blowing their nose and coughing.
- ▶ Liquid hand soap dispenser is available and all areas are free of bar soap.
- ▶ Hygienic means of hand drying is available (state here what is in use for example, disposable paper towels, individual cloth towel, hand towel, which is changed daily, etc) with a foot operated bin for disposal.
- ▶ Hot and cold running water is available at sinks, via mixer taps. The hot water from sinks used by children is thermostatically controlled to a maximum of 43°C.

#### Respiratory hygiene (coughing and sneezing)

- ▶ I support children with good respiratory hygiene practices, by encouraging them to cover their mouth and nose when coughing, sneezing or nose blowing, with a tissue and then dispose of the tissue appropriately (please see accompanying Childminding Sample Record Keeping Forms).
- ▶ Tissues are always available for children.

#### Preventing cross-contamination

- ▶ 3 basic principles underlie how I aim to prevent the spread of infection in my childminding service. These are:
  - Handwashing is used at every opportunity.
  - I encourage all children to be appropriately immunised and I am up to date on my own immunisations.

- In some instances, an unwell child will be excluded from the service to minimise the risk of infection to other children.

### General infection controls

- ▶ I take all reasonable steps to prevent the spread of infection:
- ▶ I have a regular cleaning programme in place.
- ▶ All childminding areas in my home are clean.
- ▶ I use disinfectants and detergents correctly in accordance with the manufacturer's instructions.
- ▶ These are stored in a locked cupboard in the kitchen.
- ▶ Any blood and body fluid spillages are cleaned immediately.
- ▶ Individual hairbrushes, toothbrushes and personal clothing are labelled and not shared.
- ▶ Infants feeding equipment and soothers are sterilised appropriately.
- ▶ Cots, sleeping mats and beds are at least 50cm apart
- ▶ Soiled linen is washed separately in a hot wash.
- ▶ Children's soiled clothing is placed in a sealed plastic bag and sent home with parents or guardians.
- ▶ Waste is managed safely. For example – recycled where possible, use a foot operated pedal bins, external bins are inaccessible to children.

### Perishable food

- ▶ Perishable food is kept in my fridge, at a temperature between 0-5°C.
- ▶ Perishable food is not left at room temperature for more than 2 hours.
- ▶ Any perishable food left at room temperature for longer than 2 hours is discarded.

### Immunisation

- ▶ On enrolment, parents/guardians are asked for their child's immunisation details. I ask parents/guardians to keep me updated on these details. For further information see: <http://www.hse.ie/eng/health/immunisation/pubinfo/pcischedule/immschedule/>
- ▶ I inform parents/guardians of children who are not immunised of the risk to their child in the event of an infectious disease in my childminding service.
- ▶ If a child is not immunised, I will request that your child not attend my childminding service during an outbreak of a vaccine preventable disease (whooping cough, measles etc.), even if your child is well. This is to protect any child who is not immunised.

### Managing an outbreak

- ▶ When there is an outbreak, I will follow the guidance of the Department of Public Health to minimise the spread of infection, including paying close attention to:
  - Regular handwashing
  - Use of gloves and aprons
  - Hygienic nappy changing
  - Hygienic management of toys



- Suspending certain group activities, if necessary
  - Washing soiled clothing and bed linen, using detergent and hot water (at least 60°C)
  - Disposal of contaminated waste into a plastic bag which is tied securely and placed in the external refuse bin
  - Deep cleaning of the premises
- ▶ All ill children and adults will be excluded as set out in Management of Infectious Disease in Childcare Facilities and Other Childcare Settings.
  - ▶ I will close my service for a period of time if requested by the Department of Public Health, to prevent any other children becoming ill.

### **Illness**

- ▶ If a child is unwell, parents/guardians are asked to keep them at home if they are unable to participate in the activities of the day, or if there is a risk of passing on the illness.
- ▶ If a child becomes ill in my care, I will contact the parents, guardians or nominated carer.
- ▶ I will keep your child as comfortable as possible, until they are collected.
- ▶ If there is any significant delay in contacting the parents/guardians of a child with fever, headaches and vomiting, and I am concerned for their wellbeing, I will call an ambulance while continuing to make contact with parents, guardians and carers.
- ▶ I am observant for any signs of meningococcal infection (please see accompanying **Childminding Sample Record Keeping Forms**). If this occurs, I will immediately call an ambulance and medical attention and contact the parents/guardians.

### **Exclusion in the event of illness**

- ▶ In some instances, it may be necessary for a child not to attend the service for a period of time, to minimise the risk of infection to the other children. This period is known as an exclusion period and can vary depending on the type of illness.
- ▶ I follow the guidelines for exclusion periods as set out in the Management of Infectious Disease in Childcare Facilities and Other Childcare Settings.

### **Management of poultry, animals, fish etc.**

- ▶ Handwashing and drying procedures are adhered to before and after handling animals, pets, poultry and fish.
- ▶ All animals, pets, poultry and fish are managed according to the required and appropriate instructions for their care. For example – vaccinations, healthcare.
- ▶ Children are supervised at all times in the presence of animals, poultry and fish.  
*{detail here any specific pets/animals in your home and any other relevant information.}*

### **Zoo and farm outings**

- ▶ Prior to an outing to a zoo, farm or similar establishment, I will contact them to discuss visit arrangements and to ensure adequate infection control measures are in place.

- ▶ Children's handwashing is supervised during and on return from an outing.

### **Nappy changing and toileting**

- ▶ Children's hands are washed and dried after nappy changing/toileting.
- ▶ I wash and dry my hands before and after nappy changing/toileting.
- ▶ I provide a safe and clean environment to facilitate nappy changing.
- ▶ Parents/guardians supply all nappies, cotton wool, wipes, barrier creams etc. For their own child and these supplies are clearly labelled.
- ▶ I use disposable gloves when changing nappies.
- ▶ I carry out nappy changing in a calm and unhurried way and use this time for positive interactions with the child.
- ▶ The changing mats are waterproof, have an easily cleanable cover and are in a good state of repair with no breaks or tears.
- ▶ Changing mats are on a flat surface for baby changing.
- ▶ Nappy changing mats are cleaned before and after each nappy change.
- ▶ Soiled nappies and wipes are placed in a nappy sack and put in a sealed bin. This bin is inaccessible to children and is emptied regularly.
- ▶ My nappy changing procedure is in accordance with procedure in accompanying Childminding Sample Record Keeping Forms
- ▶ Toilet areas, including the toilet, sink and potties are kept clean.
- ▶ I work in partnership with parents to agree a toilet training routine when their child is developmentally ready.
- ▶ I check that your child's clothing is dry, and any wet or soiled clothing is changed promptly.
- ▶ A step-up is available for children in relation to the sink and toilet.
- ▶ Potties are stored appropriately.
- ▶ Toilet rolls are kept in holders.
- ▶ Toys and other play materials are not allowed into the toilet area.

### **Notifying infectious diseases to Public Health, Environmental Health and Tusla**

- ▶ I will report any infectious diseases to my local Public Health department.
- ▶ I will report any notifiable infectious diseases to Tusla's Early Years Inspectorate. For example – Mumps, Measles, Tuberculosis and Rotavirus Infection.
- ▶ The diseases I am required to notify to Tusla are set out in the list of notifiable diseases
- ▶ The Department of Public Health will confirm if there is such a diagnosis of a child or other person in my service.
- ▶ I will follow the advice of the Department of Public Health in any such cases.

### **Risk management**

- ▶ I risk assess each of the areas detailed in this policy, to ensure the children are not put at any unnecessary risk of infection.

- ▶ Any risks identified will be either eliminated or minimised, so they no longer pose a risk of infection to a child.

### 3. COMMUNICATION OF POILCY

- ▶ Parents/guardians are informed about the Policy on Infection Control at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Policy on Infection Control, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 5: BEHAVIOUR MANAGEMENT POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy supports the children's positive behaviour.
- ▶ It details the approaches for dealing with challenging behaviour, which helps a child to manage their behaviour appropriate to their age and stage of development.

### 2. PROCEDURES AND PRACTICES

#### **Supporting and promoting children's positive social, emotional and behavioural wellbeing**

- ▶ I provide a happy and secure environment, where children are encouraged to form and sustain relationships.
- ▶ I treat all the children in my service with empathy and respect, equally and fairly.
- ▶ I develop positive, secure and respectful relationships with the children in my care.
- ▶ I ensure I am a positive role model. Children learn values and behaviours from adults.
- ▶ I understand if children are bored, over excited or anxious their behaviour will change. Therefore, my home environment is stimulating and challenging and is focused on their active engagement and involvement. For example – opportunities to make choices, take the lead, play outdoors and have space to relax.
- ▶ I have a good range of easily accessible and developmentally appropriate open-ended activities and materials for children to use, whenever they choose. These have enough complexity to keep children engaged for long enough, without having to share too much or wait too long.
- ▶ I nurture and comfort children, where appropriate. For example – I respond to infants in a timely and appropriate way when they cry or are upset.
- ▶ I ensure no child is bullied, mocked or excluded. For example – I intervene in play if it is racist, sexist, offensive or unsafe.
- ▶ I support children to recognise, express and cope positively with emotions. I encourage them to communicate their needs and wants and to discuss their wide range of feelings.
- ▶ I support children to demonstrate self-confidence. For example – playing, listening and talking to your child to foster their feelings of competence and self-esteem.
- ▶ I provide extra support to children who show signs of social and emotional difficulties.
- ▶ I assist the children in developing techniques that help them manage their positive and negative feelings. For example – OWL: Observe, Wait, Listen.
- ▶ In my home there are clear, reasonable and consistent boundaries, rules and routines set, explained and maintained.
- ▶ I encourage and praise children for specific, positive and appropriate behaviours.

- ▶ I share strategies with parents and guardians to ensure a consistent approach, which benefits the child.
- ▶ I attend behaviour support training when available as far as is possible, to ensure I am aware of any updates and new positive strategies.

### **Supporting children in preventing, managing, and resolving conflict**

- ▶ I support children to recognise and understand co-operation and respect the rules for being together with others based on the capacity, age and stage of development. For example – waiting their turn, sharing.
- ▶ I encourage children to notice and understand how others are feeling, and how to comfort and help them.
- ▶ I respond promptly to children's signals or cues expressing or indicating needs.
- ▶ I approach the situation calmly. I encourage children to negotiate and resolve conflicts peacefully, with my intervention and guidance when necessary.
- ▶ I encourage children to remove themselves from situations where they are experiencing frustration, anger or fear.

### **Responding to ongoing challenging behaviour**

- ▶ I reflect on up-to-date professional practice in the area of behaviour management.
- ▶ I use appropriate strategies depending on the age, developmental stage, and individual needs of the child.
- ▶ I focus on the behaviour and not the child.
- ▶ I support and help a child with on-going challenging behaviour to control their emotions and distress.
- ▶ I review my approaches taken to address a child's challenging behaviour, so that every opportunity is taken to promote positive behaviour.
- ▶ I review the child's programme of care, to ensure it is meeting the child's needs.
- ▶ I engage with the child's parents or guardians to work with them on addressing behavioural issues.
- ▶ I develop a risk assessment to manage the risks associated with the behaviours to the child and to other children.

### **Prohibited practices**

In my childminding service, the following are prohibited practices:

- ▶ The use of corporal punishment.
- ▶ The use of or threat of any practices that are disrespectful, degrading, exploitative, intimidating, isolating, emotionally or physically harmful or neglectful to the child.
- ▶ I do not use any form of physical intervention. Unless it is necessary to prevent injury to the child, to another child or to an adult, or to prevent serious damage to property. I record any such incident and I inform the parents or guardians of the incident on the same day or as soon as reasonably practicable.

- ▶ Withholding food is not used as a form of behaviour management.
- ▶ I do not use a 'naughty step' or similar strategies.

**Suspected abuse or neglect**

**If I suspect any signs of child abuse or neglect, I will refer to my Child Protection and Welfare Policy.**

**3. COMMUNICATION OF POLICY**

- ▶ Parents/guardians are informed about the Behaviour Management Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of the Behaviour Management Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

**4. DATE OF POLICY AND CHILDMINDERS SIGNATURE**

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:





## SAMPLE 6: SAFE SLEEP POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies the way safe and suitable sleeping arrangements are provided for children in my home.
- ▶ This policy is developed in line with best practice guidelines from ***Safe Sleep for Your Baby – Reduce the Risk of Cot Death***

### 2. PROCEDURES AND PRACTICES

#### **Sleep, rest, and quiet time**

- ▶ I provide for each child's comfort and need for sleep, rest and relaxation.
- ▶ I communicate with parents and guardians in relation to each child's sleep patterns and needs.
- ▶ Each child can rest or sleep in my home when they are tired and not just at a designated time.

#### **General sleep environment**

- ▶ The children's sleep environment is comfortable.
- ▶ The lighting in the sleep environment is controlled conducive to sleep but allows for adequate visibility for my supervision. For example – blinds, curtains, dimmer switches.
- ▶ I ensure the children are not overheating. For example – light-weight blankets (cellular), the room is well ventilated, children's clothes are loose and light.
- ▶ No child's cot or bed is adjacent to a heat source, window, curtains, blind cords, door or anything that would place a child at risk of injury or strangulation.
- ▶ Sufficient space is allocated for each cot and bed to allow ease of access and reduce the risk of infection.
- ▶ Soothers are used appropriately (no strings, clips or cords attached to soothers).
- ▶ Bottle-propping is prohibited.
- ▶ I have an adequate supply of bed linen, so that each child has their own linen.
- ▶ Beds, cots and mattresses meet the required safety standards (state here the sleep facilities/where children sleep).

#### **Sleep environment for children under 2 years of age**

- ▶ The sleep room temperature is 16-20°C.
- ▶ All children up to the age of 2 years have access to and sleep in a standard cot unless they have a history of climbing out over the cot (1 baby at a time per cot).
- ▶ There are no objects including toys, stuffed animals, bibs, bottles, quilts, pillows, cot bumpers and hanging items in any cot (clear cot).

### Sleep environment for children over 2 years of age

- ▶ Children over the age of 2 years needing sleep or rest have access to a low-level bed or mat and are offered a pillow and blanket.

### Children's sleep position

- ▶ Children under 12 months are put to sleep on their back, head uncovered, feet to the foot of the cot, with the covers below their shoulders (where a registered medical practitioner has recommended a different sleep position, a written note from the doctor must be provided).
- ▶ Babies less than 6 months old, who roll onto their tummy, will be gently returned onto their back.
- ▶ Babies who are able to roll from back to front and back again, are allowed to find their own position, but will still be placed to sleep on their back at the beginning of sleep time.

### Prohibited sleeping equipment

- ▶ The following are items prohibited for sleeping children in my service:
  - Car seats, buggies, strollers and infant carriers
  - Waterbeds, inflatable beds and inflatable mattresses
  - Beanbags
  - Couches, sofas, settees and chairs
  - Travel cots and portable cribs
  - Bunk cots and stackable cots
  - Pillows and cushions as a base to sleep on.

### Supervision

Sleeping children are within my sight or hearing at all times.

I go into the sleep room at least every 10 minutes and observe each sleeping child.

I complete these physical checks every 10 minutes, and this includes completing a sleep record for each child detailing:

- The time of the check
- The sleep position of each child
- Any change in the child's normal skin colour
- Any change in the child's normal breathing pattern
- The room temperature

### Use of slings

I can use a sling for a baby, if requested.

Where a sling is used, the baby will be positioned solidly against my upper body, in an upright position, with the baby's chin off their chest to ensure their airway is free for ease of breathing.

### Swaddling

I will only swaddle a baby, if a baby is used to being swaddled at home and parents/guardians request it to be done for consistency of care. I will follow the steps below:

- I will be conscious of not overheating baby by swaddling
- Baby's head will never be covered
- Thin materials such as cotton or muslin will be used
- Baby will never be placed on their stomach when swaddled

### Sleep emergency

In the event of a baby or child appearing to be unresponsive, I will respond immediately and appropriately in line with my first aid response training as follows:

{set out here the emergency procedure you have been taught in your most recent first aid training.}

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Policy on Safe Sleep at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Policy on Safe Sleep, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

## 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 7: FIRE SAFETY POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies how often and at what times fire drills are carried out and the way the written record is kept.
- ▶ This policy also details my awareness and training of the procedures to be followed in the event of a fire, including the location and use of fire-fighting equipment.
- ▶ My policy is developed with reference to Fire Safety in Preschools 1999

### 2. PROCEDURES AND PRACTICES

#### **My fire safety training**

- ▶ I know the procedures to be followed in the case of fire.
- ▶ I have particular awareness of the layout of my home and the location of my fire-fighting equipment.
- ▶ I am trained at least every 2 years by a qualified person in the use of this fire-fighting equipment.

#### **Fire drills**

- ▶ Fire drills are carried out with the children monthly and more frequently if necessary, to ensure children are familiar with the procedure.
- ▶ Fire drills are practiced by me setting off the fire alarm in my house.

#### **Fire safety equipment**

- ▶ I have the following fire safety equipment in my kitchen and they are checked regularly:
  - Smoke alarm
  - Fire blanket
  - Fire extinguisher

#### **Records**

- ▶ I keep a record in writing of each fire drill that takes place.
- ▶ I keep a record in writing of the number, type and maintenance records of fire-fighting equipment and smoke alarms.
- ▶ Fire safety records are stored securely.
- ▶ I am the only person with access to these records.
- ▶ I keep fire safety records for 5 years after their creation.

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Fire Safety Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Fire Safety Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, question or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:

## SAMPLE 8: INCLUSION POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy sets out how the needs (including the physical, emotional, intellectual) and religious beliefs (if any) of each child are addressed in my childminding service.
- ▶ This policy is developed in line with the ***Diversity, Equality and Inclusion Charter and Guidelines for Early Childhood Care and Education***

### 2. PROCEDURES AND PRACTICES

#### Equality of access

- ▶ I ensure equality of access for all children into my childminding service.
  - I accept all children regardless of gender, family status, sexual orientation, religion, age, disability, race and membership of the traveller community – where I have the necessary supports and resources to ensure the best outcome for your child in my home.
  - If I do not have the necessary resources to meet the needs of your child, I will discuss this with you and see if appropriate accommodations can be made, I will make every effort to secure these resources. For example – equipment, specialised training.

#### A culture of inclusion and acceptance

- ▶ I value and respect children, parents, guardians and families of all diversities and consult with them so that my service can incorporate cultural diversity. For example – home languages, traditions (I also respect their wishes not to have their culture/background represented).
- ▶ I acknowledge that every child is unique, with their own personalities, strengths, needs and approaches to learning.
- ▶ I ensure each child feels a sense of belonging, connectedness and wellbeing in my home. For example – developing friendships with other children.
- ▶ I support children to be confident about their individual and group identity.
- ▶ All children have equitable access to resources and participation.
- ▶ I look to give appropriate encouragement and always accept children's best efforts.
- ▶ I support children to value and be comfortable with difference and to think critically about diversity and bias.
- ▶ I empower children to stand up for themselves and others in difficult situations.
- ▶ I accommodate any reasonable request for cultural, religious or dietary requirements.

### **The home environment**

- ▶ Children see themselves reflected in the environment. The broader community is also represented.
- ▶ Routines, experiences, toys and equipment reflect diverse backgrounds, identities, abilities, religions, skin colours, family structures, languages, cultures and additional needs in a positive way. For example – children's books provide everyday images of diverse people and lives, music, songs, rhymes from different cultures.

### **Recognising and responding to bias or discrimination**

- ▶ I do not tolerate any remark or action by an adult or child which denigrates a person on any of the nine grounds specified in equality legislation.
- ▶ I always recognise and acknowledge any incidents of bias or discrimination in my home.
- ▶ I discuss discrimination and bias with children and the reason for such behaviour. For example – how such actions are unfair, hurtful and unacceptable.
- ▶ I intervene in play if it is racist, sexist or in any way offensive or bullying.
- ▶ When an incident occurs, I consider the incident from all perspectives.
- ▶ I deal with discriminatory incidents by ensuring any children involved and any children who witnessed it have a positive learning experience from the incident.

### **Recording of discriminatory incidents**

- ▶ I record any discriminatory incidents and any actions taken.

### **Reflective practice and training**

- ▶ I critically reflect on my own attitudes and values and how they influence children.
- ▶ I am always creatively thinking of new ways to address children in a democratic and sensitive manner about discriminatory issues.
- ▶ I review my practice regularly, to ensure it is inclusive and not promoting stereotyping, so that children feel as comfortable as possible in my home.
- ▶ I engage in training opportunities to gain up-to-date professional practice in the areas of inclusion, diversity and equality.

## **3. COMMUNICATION OF POLICY**

- ▶ Parents/guardians are informed about the Inclusion Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Inclusion Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.



#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 9: OUTINGS POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies the measures taken to ensure the safety and welfare of all children who are in my care while not on my premises.

### 2. PROCEDURES AND PRACTICES

#### Before an outing

- ▶ I organise outings to promote children's needs, wellbeing and interests.
- ▶ These outings offer children valuable opportunities for new experiences in the wider community.
- ▶ I obtain and keep records of written parental/guardian permission for children to take part in regular and local outings whilst in my care. These outings include trips to the playground, park, library and shop.
- ▶ I require specific written parental/guardian permission for a longer and more involved outings.
- ▶ Parents or guardians are informed in advance of the details and proposed activities of these outings.
  - ▶ I carry out a risk assessment before a once off outing to identify any hazards.
  - ▶ If needed, I will have another adult with me to increase supervision.
  - ▶ Parents/guardians are asked to supply the appropriate clothes for the outings.
  - ▶ My service is adequately insured for each outing.

#### How outings are managed

- ▶ Children are well supervised at all times during outings. I aim to keep all children within sight or hearing at all times.
- ▶ I ensure children hold my hand or the buggy whilst we are out.
- ▶ Children wear appropriate clothing and footwear suitable for the type of outing.
- ▶ Food and drink requirements are in line with my healthy eating policy. For example – any perishable food is kept in a cool box.

#### First aid

- ▶ I am trained in first aid for children.
- ▶ There is a well-stocked first aid kit available on an outing

#### Communication systems

- ▶ On each outing, I have a charged and working mobile phone with network access.
- ▶ The phone holds relevant emergency contact details and parents/guardians contact numbers.

### Records

- ▶ I bring any specific relevant medical records required for a child.
- ▶ I bring parents/guardians contact details for example electronically on my phone
- ▶ I bring my emergency contact persons details.

### Transportation

- ▶ I have a car which takes a maximum of 5 children in the backseats. The number of passengers for the car is never exceeded.
- ▶ I use the HSE Child Safety in Cars to ensure I meet all safety standards.
- ▶ I have the appropriate car safety seat for each child. These meet the European Standards and are correctly fitted and regularly checked. Seat belts are used.
- ▶ If the weather is nice, we will walk to the post office or local shop. I have the appropriate buggies for this.
- ▶ I hold a clean full driving license.
- ▶ My car is kept in roadworthy condition, with NCT and breakdown cover.
- ▶ My car is taxed and insured.
- ▶ Children will never be left unattended in the car at any time.

### Infection control measures

- ▶ Prior to an outing to a zoo, farm or similar establishment, I will contact them to discuss visit arrangements and to ensure adequate infection control measures are in place.
- ▶ Children's handwashing is supervised during and on return from an outing.

### Accidents or Incidents

- ▶ In the event of an accident or incident while on an outing, I follow my Accidents and Incidents Policy.

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Outings Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Outings Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 10: ACCIDENTS AND INCIDENTS POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies the:
- ▶ Measures taken to prevent accidents and incidents.
- ▶ Procedures to be followed when a child has an accident or incident, including the steps I take to contact a parent/guardian.
- ▶ Way I keep a record of each accident and incident.
- ▶ Way a record is shared with the parents or guardians of the child involved.

### 2. PROCEDURES AND PRACTICES

#### Preventing accidents and incidents

- ▶ I take all possible precautions to prevent and avoid any accidents or incidents that could cause harm to anyone. Even with the best care and supervision, children are active and energetic and as a result are at greater risk of injury.
- ▶ I supervise children appropriately at all times. There is constant and careful supervision, by both sight and sound where risks are higher. For example – swimming, climbing trees.
- ▶ I have a clear understanding of each child, their stage of development, abilities, and capacity for challenging experiences.
- ▶ I identify any hazards and risks in the indoor and outdoor environment and take the necessary steps to reduce or eliminate them (see Risk Management Policy).
- ▶ I ensure all equipment, furniture and materials are appropriate. For example – ride-on toys, water play tables, finger pinch protectors, highchairs.
- ▶ Safety equipment is used correctly and consistently, for example – car seats, stair gates, fire guards.
- ▶ My Safety Statement is documented and implemented.

#### How accidents or incidents are managed

- ▶ I am aware of my roles and responsibilities if there is an accident or incident. Should an accident or incident occur:
- ▶ I will ensure the child is attended, reassured and comforted.
- ▶ I am a trained first aider and will carry out an assessment and administer immediate first aid, if required.
- ▶ I will contact my emergency person for assistance if necessary (a second person within close distance, familiar with the operation of my service and in a position to provide assistance to me in the event of an emergency).
- ▶ I will also contact the relevant parents or guardians.

- ▶ The child will remain under my continuous supervision until the child recovers, or until the child's parents/guardians/nominated carer takes charge of the child.
- ▶ If your child must go to hospital before you can arrive, I will accompany the child and stay until you arrive.
- ▶ In the event of a critical incident, (for example – a child in my care goes missing), I follow the guidelines set out in the Critical Incident Plan: Toolkit for Childcare Providers
- ▶ I complete an accident or incident form, including documenting the first aid care and response provided. A parent/guardian is asked to sign the form – to confirm that they have been informed of the accident/incident.
- ▶ Following an accident or incident, parents/guardians are given feedback. Information is shared with parents/guardians in respect of their own child.
- ▶ If required, I notify Tusla's Early Years Inspectorate within 3 working days of the notifiable event
- ▶ I am aware of accidents and incidents that need to be reported to parties other than Tusla, and I ensure that all such reports are made.
- ▶ I keep in contact with the child's parents/guardians following the accident/incident, to know how the child is recovering.

### **Record retention timeframe**

- ▶ I keep accident, incident and injury records involving a child in my service for 2 years from the date the child stops attending.

### **Review**

- ▶ I investigate the reason for the accident/incident as soon as possible.
- ▶ I take the necessary actions to prevent any reoccurrence of accidents, incidents or injuries.
- ▶ I review all accidents and incidents to see if a change is needed in any of my practices, policies or procedures.

## **3. COMMUNICATION OF POLICY**

- ▶ Parents/guardians are informed about the Accidents & Incidents Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Accidents & Incidents Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.



#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 11: AUTHORISATION TO COLLECT CHILDREN POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies my rules in relation to collecting children attending my childminding service.

### 2. PROCEDURES AND PRACTICES

#### **Routine for pick-up and drop-off**

- ▶ I have clear arrangements in place to ensure children are safe and secure when coming into my home and also when leaving.
- ▶ Parents/guardians/carers must make direct contact with me on arrival and share any information relevant to the child for the day.
- ▶ Any person taking a child out of my service, who is authorised to do so, must make contact directly with me at the time of collection. I give information to the parents/guardians/carers on how the child has got on during the day and any significant events.

#### **Supervision**

- ▶ I provide adequate supervision to ensure no one can remove a child from my service without my knowledge.
- ▶ During drop-off, a child comes under my supervision when handed over by a parent/guardian/carer.
- ▶ During collection, each child is under my direct supervision until collected by a parent/guardian/carer.
- ▶ I authorise the entry of any person to the premises, while the children are in my service.

#### **Who is authorised to collect a child?**

- ▶ Parents/guardians must provide information on who is authorised to collect their child, in their absence. This authorisation includes:
  - The name(s), address(es) and contact number(s) of the person(s) who is authorised to collect the child.
  - Written authorisation from the parent or guardian allowing the child to be released by the Childminder into the care of the authorised person.
  - Proof that the authorised person is aged 16 years or over.
- ▶ Parents/guardians must notify me if any person, other than those already authorised, is to collect their child on any given day. This person must be aged 16 years or over. They must provide photo identification on arrival or give a password/code which I have agreed with the parent/guardian previously. I will record the name of any such person in my daily records.

### Non-authorised person collecting a child

- ▶ If an unauthorised or unknown person tries to collect a child, I will:
  - Request their identification (with a photograph).
  - Explain the rules and procedures I am obliged to follow and offer them a copy of this policy.
  - Make contact with the child's parent/guardian to seek clarification.
  - If the situation is getting out of control or if the person threatens me or the children in my care, I may have to call an Garda Síochána.

### Unusual circumstances

- ▶ Late collections:
  - Parents/guardians/person authorised to collect must inform me as soon as they become aware that they will be late collecting and for how long they will be detained until collection.
  - Depending on my circumstances that day, the child might be able to remain in my care or I may have to request their collection at the normal time.
  - Habitual late collection (on more than 3 occasions) will incur a charge of €xx per hour.
- ▶ When a child is not collected and no contact from parent/guardian:
  - I will try to make contact with parents, guardians and all authorised persons.
  - If unable to make contact, I will implement my child safeguarding policy.
- ▶ When a parent/guardian or authorised person arrives in an unfit state to collect a child:
  - I will try to make contact with the child's other parent/guardian/authorised person and explain the situation.
  - I will attempt to talk to the person and offer them any assistance. For example – inviting them to sit down for a cup of coffee, offering to call them a taxi.
  - I will always act in the child's best interests. Where a parent/guardian appears in an unfit state and insists on taking their child, I will follow my child safeguarding procedures.

### Records

- ▶ I hold records for 2 years from the date a child stops attending my childminding service.

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Authorisation to Collect Children Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Authorisation to Collect Children Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 12: HEALTHY EATING POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies the way I ensure food and drinks provided to the children are nutritious and meet the dietary and religious requirements of each child.
- ▶ This policy also takes the preferences and any other individual needs of each child into consideration.
- ▶ My policy is developed in accordance with:
  - Food and Nutrition Guidelines for Pre-School Services
  - What is a Serving Size? A Guide for Pre-Schools

### 2. PROCEDURES AND PRACTICES

#### Food and drink

- ▶ I promote healthy eating in my home, based on the Department of Health's Healthy Eating Guidelines.
- ▶ The atmosphere during snack and mealtimes is relaxed and each child is given enough time to eat/ enjoy their bottle, snack or meal without being rushed.
- ▶ Snacks, water and milk are available to children when needed.
- ▶ I can provide a menu for your child or alternatively parents and guardians can provide nutritious food and drinks. Where a child's food and drinks are brought into my home, they are clearly identifiable to me, for example – labelled with the child's name.
- ▶ Appetising meals and snacks are served at regular times, but there is flexibility, for example – if a child is deeply engaged in play, I do not disrupt them.
- ▶ Food portions are suitable for each child's age and stage of development, for example – food has the appropriate texture.
- ▶ I only offer tooth-friendly drinks, such as milk and water.
- ▶ I co-operate with parents and guardians with regard to any specific dietary requirements, for example hypersensitivities, religious requirements and any other needs.
- ▶ I encourage and support the children to feed themselves independently, by ensuring the crockery, cutlery and drinking utensils are suitable for the children's age and stage of development, for example – spill proof cups.
- ▶ Bibs are available for babies and toddlers at mealtimes.
- ▶ Children sit at a comfortable height in relation to my kitchen table and an infant is not placed in a highchair until they are developmentally ready. Infants younger than 12 months are held during bottle-feeding.

- ▶ I use mealtimes and snacks to give children the opportunity to explore new foods through different colours, tastes and textures.
- ▶ I use learning materials and offer experiences to develop children's knowledge and skills to reinforce nutritious food choices, for example – cooking experiences.
- ▶ A child who has not eaten or who is hungry is offered:
  - An alternative food options
  - Food at times outside routine meal and snack times.

### Menu

- ▶ I have a weekly menu plan describing a wide variety of healthy meals, snacks and drinks. Any changes in my menu are substituted with food of equal nutrient value.
- ▶ The main meal includes appropriate servings of protein, starch, dairy, vegetables and iron

### Partnership with parents and guardians

- ▶ I provide breastfeeding supports where required, for example – storage for breast milk, a quiet comfortable area for a mother to feed her baby. Individual requirements for additional supports can be discussed and supported where possible.
- ▶ Parents' and guardians' choices are supported, for example – bottle feeding.
- ▶ I inform parents/guardians if their child has not eaten well.
- ▶ I support the parents/guardians to encourage good eating habits, for example – I can provide nutritional guidance regarding healthy lunches and snacks, where parents wish to provide these.
- ▶ Powdered infant formula
- ▶ Powdered infant formula is managed in accordance with the **Food Safety Authority's Guidance**

#### **Note No. 22**

### Food safety

- ▶ I pay due attention to hygiene and safety in the purchase, storage, preparation, cooking and serving of all food, for example:
  - I shop regularly to ensure a supply of nutritionally balanced meals and snacks.
  - All food is stored appropriately, including perishable food which is stored in my fridge at or below 5°C.
  - I adhere to careful hand washing before, during and after handling food.

### Supervision

- ▶ I supervise children while they are eating and drinking.

### Special occasions

- ▶ Birthday parties and any other special occasions are usually celebrated with non-food treats such as party games, face painting and decorations.



- ▶ Sometimes, cakes, sweets and crisps are included in the celebrations. Parents and guardians will be informed of these celebrations.

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Healthy Eating Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Healthy Eating Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 13: OUTDOOR PLAY POLICY

### 1. RATIONALE AND PURPOSE

- ▶ To specify the way children have access to outdoor play on my premises.
- ▶ To outline the way the health and safety of children is ensured during outdoor play.

### 2. PROCEDURES AND PRACTICES

#### Access to outdoor play

- ▶ Children have access to outdoor play in my back garden on a daily basis, in all weather conditions, except where a risk assessment does not allow.
- ▶ I believe that there is little that happens indoors, that cannot happen outdoors.
- ▶ Appropriate clothing, footwear and other measures when dealing with diverse weather conditions for example:
  - If it is sunny, application of sunscreen, hats, shaded play areas.
  - If it is wet, wellies, rain jacket, covered play areas.

#### Play opportunities

- ▶ Children are given the opportunity to relax, enjoy and have fun outdoors.
- ▶ While outdoors, children have opportunities to engage in:
  - Running
  - Climbing
  - Gardening
  - Challenging play
  - Risky play
  - Problem solving
  - Spontaneous free play
  - Investigating
  - Using their imagination
- ▶ I balance the children's need for safety with the need to provide physical and challenging experiences.
- ▶ The equipment and materials available in my garden provide children with play, movement and exploration opportunities that are unique to the outdoors.
- ▶ Outdoor play in my service is a central means to support young children's learning, development and creativity.

### Supervision and safety requirements

- ▶ I am vigilant in my supervision of the children outdoors, as the risks may be higher. The layout of my garden allows for the children to be supervised by both sight and sound at all times.
- ▶ My garden is safe, suitable and secure.
- ▶ My garden can be accessed directly from the playroom, allowing for free flow between indoors and outdoors.
- ▶ The area is enclosed with a fence and two gates, to prevent unauthorised access to the street and other dangers.
- ▶ I am diligent in the inspection of the outdoor play area on a daily basis, to ensure it is made safe from hazards.
- ▶ My back garden, including all the equipment is well maintained.
- ▶ Safe and comfortable outdoor spaces are for children who are not yet walking.
- ▶ There is a shaded area for sunny days.
- ▶ There is a covered area to protect from rain.
- ▶ I have two swings that are secured to the ground including restraints and placed on a shock-absorbing surface.
- ▶ Outdoor play equipment is stored in a locked shed when not in use.
- ▶ I ensure children have sunscreen protection when needed outdoors.
- ▶ All safety precautions are maintained with regard to my house pets (cat and dog) and children are always under my direct supervision outdoors.
- ▶ Trampolines:
  - Trampolines, both full and mini-sized, are prohibited from being used, both onsite and during outings.
  - Trampolines, if prescribed as a therapeutic intervention, should only be used for that purpose.

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Outdoor Play Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Outdoor Play Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 14: USE OF INTERNET, PHOTOGRAPHIC AND RECORDING DEVICES POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies:
  - When, in what circumstances and for what purpose children have access to the internet.
  - When, in what circumstances and for what purpose the use of photographic or recording devices are allowed in my childminding service. It also outlines in what circumstances and who can view, listen to or retain a photograph or recording of a child.
- ▶ It describes the way parents or guardians give consent before their child is given access to the internet, photographed or recorded.

### 2. PROCEDURES AND PRACTICES

#### Internet access

- ▶ The internet is only used in my service to enhance and support children's learning and development and for limited, intermittent periods of time.
- ▶ I accept parents' right not to consent to their children having access to the internet.
- ▶ I ensure that software is suitable for use for the child's age and stage of development.
- ▶ I supervise children during technology use, including internet access.
- ▶ I have a filter on my computer and internet that blocks out inappropriate material.
- ▶ I discuss with children the importance of keeping safe online and balancing their time engaged in ICT with other activities.
- ▶ Internet is used only for brief periods and to support children's learning.

#### Photographing and recording children

- ▶ I am the only person who photographs and records your child in my service.
- ▶ I only take photographs or recordings with the consent of parents/guardians.
- ▶ I only take photographs and recordings with the permission of the child/children.
- ▶ I only share photographs or recordings with parents and guardians in the service.
- ▶ I never post photographs or recordings of the children on social media.
- ▶ Photography and recording are not undertaken in areas where children change their clothes, use the toilets or in nappy changing areas.
- ▶ Photographs and recordings are taken for the purpose of enhancing children's learning and development, to communicate a child's progress to their parents, in learning stories and individual portfolios, for safety purposes, for example – group photographs on outings.
- ▶ I am the only person who has access to recordings and photographs in my service.
- ▶ I do not use CCTV in my home.

### Viewing of, listening to and retention of photographs and recordings

- ▶ Recordings and photographs of children are permitted to:
  - The children within the service
  - A parent or guardian, in respect of their own child
  - An Early Year's Inspector
- ▶ For the purpose of:
  - Viewing activities and progress, either currently or retrospectively
  - Enhancing the health, welfare, and development of your child
  - Supporting the annual review of the service
  - Identifying potential risks
  - Inspection

### Consent

- ▶ I require written consent from a parent or guardian before your child is allowed access to the internet.
- ▶ Written consent is also needed from a parent or guardian in order for me to photograph and record your child.
- ▶ Both of these consents are included in the Child Record Form.

### Storage and retention of images and recordings

- ▶ All images and recordings are retained in accordance with Data Protection Requirements.
- ▶ Images and recordings are kept securely in an electronic file on my password protected computer.
- ▶ Printed photographs are retained in each child's portfolio.
- ▶ Images and recordings are kept in my home until your child leaves my service.
- ▶ Images and recordings are given to parents/guardians on a regular basis, on request and when your child leaves my service.
- ▶ Any remaining images and recording are deleted or destroyed, for example – computer file deleted, USB stick erased.

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Use of Internet, Photographic and Recording Devices Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Use of Internet, Photographic and Recording Devices Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.



#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 15: RISK MANAGEMENT POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy specifies how I assess any potential risks to the safety of the children.
- ▶ It describes the steps I take to either eliminate those risks or reduce them.

### 2. PROCEDURES AND PRACTICES

#### Details of each risk assessments

- ▶ I carry out regular risk assessments of all aspects of my service and take remedial action as required.
- ▶ Each risk assessment details:
  - The potential hazard being assessed
  - The current controls in place to address the risk
  - An assessment of the risk
  - Additional controls needed to eliminate or reduce the risk
  - Those responsible for implementing the additional controls, where appropriate

#### Identifying hazards and completing the risk assessment

I complete risk assessments to identify any potential hazards which may pose a risk to:

- ▶ My childminding service being well governed, for example the risks associated with -
  - Vetting, qualifications and training
  - The number and age of children in my care at any one time
  - My planned and unplanned absences
  - The emergency person
  - The review of quality and safety in my childminding service
  - Record management
  - Notification of incidents
  - Complaints
- ▶ The health, welfare and development of each child, for example the risks associated with -
  - My care practices and programme
  - Children's rest and sleep
  - Children's play experiences
  - Food and drink
- ▶ The safety of each child, for example the risks associated with -
  - Safeguarding children
  - Children's records of attendance and checking in and out
  - My first aid training and equipment

- Fire safety measures
- Supervision of children
- ▶ My home being safe, suitable and appropriate for the care and education of children, for example, the risks associated with –
  - Equipment and materials
  - My premises
- ▶ I use the Health and Safety Authority: A Guide to Risk Assessments and Safety Statements
- ▶ I also use their online tool [www.besmart.ie/](http://www.besmart.ie/) to assist me in the risk assessment process. These risk assessments form part of my safety statement.

### Individual Risk Assessment

- ▶ An Individual Risk Assessment is an assessment of the potential risks that might occur in relation to a child and their individual needs.
- ▶ I will develop an Individual Risk Assessment where warranted, for example – a child with allergies, medication requirements, difficulties relating their behaviour.
- ▶ These Individual Risk Assessments provide an input to the child's care plan.

### Involving relevant parties in risk assessment

- ▶ I involve children and their parents and guardians in the risk assessments, where relevant.
- ▶ The risk assessment records any person involved in the process.

### Risk management records

- ▶ My completed risk assessments are documented.
- ▶ A child's risk assessment is retained with their personal file.
- ▶ I keep risk management records for {state how long}.
- ▶ Each risk assessment is reviewed annually or more frequently if needed.

## 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Risk Management Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Risk Management Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

#### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 16: SETTLING IN POLICY

### 1. RATIONALE AND PURPOSE

- ▶ The policy describes the procedures in place to facilitate your child's integration into my childminding service and their transition to primary school.
- ▶ To ensure your child's transitions are made as easy and comfortable as possible.
- ▶ It details how we work together, through your child's transitions to make them positive experiences and how you can be involved.

### 2. PROCEDURES AND PRACTICES

#### Settling-in procedure

- ▶ I will support and help you and your child to settle in using a phased approach and make this transition as easy and comfortable as possible.
- ▶ I will arrange for your child to visit my home and spend some time with the other children in the service with their parents present.
- ▶ I will encourage you to provide me with lots of information about your child, for example – their likes, dislikes, routines, favourite activities, how to comfort them.
- ▶ I will arrange some short stays for the child on his/her own, over a period of time prior to the child's start date.
- ▶ You are encouraged to stay until your child is settled, relaxed and happy in my home.
- ▶ I will ensure the settling period is not hurried, to give support and reassurance to your child for as long as required.
- ▶ If a child becomes very upset during the settling in period, I will call and inform parent.
- ▶ I always encourage parents or guardians to collect their child on time.
- ▶ I will establish a routine that the child can relate to and take comfort in.

#### Transitioning to preschool and primary school

- ▶ I will make this transition as seamless and positive as possible for your child.
- ▶ If requested and with your permission, I will provide information about your child to the preschool/ primary school, for example – their interests, strengths.
- ▶ To make the transition to preschool/ primary school as easy and comfortable as possible, I will talk to your child about your chosen preschool/primary school and what it will be like.
- ▶ We may also visit the preschool/ primary school if the opportunity arises.

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Settling In Policy at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this policy.
- ▶ I will make a copy of this Settling In Policy, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:



## SAMPLE 17: SAFETY STATEMENT

### 1. RATIONALE AND PURPOSE

- ▶ The Safety Statement is a written commitment to managing safety and health in my service.
- ▶ I am committed to safeguarding the children in my care and to providing a safe environment where children can play, learn and develop.
- ▶ It is a Safety Statement within the meaning of the Safety, Health and Welfare at Work Act 2005.
- ▶ My statement is developed in accordance with the **Health and Safety Authority: A Guide to Risk Assessments and Safety Statements**

### 2. PROCEDURES AND PRACTICES

- ▶ I have developed my Safety Statement using the [www.besmart.ie/](http://www.besmart.ie/) online tool that has guided me through the risk assessment process.
- ▶ My Safety Statement is specific to my childminding service.
- ▶ See my attached Safety Statement.

*{besmart.ie is a free online tool that will guide you through the entire risk assessment process using simple language and easy-to-follow instructions. On completion you will have a workplace-specific safety statement that can be downloaded, edited, printed, and implemented in your workplace.*

*Register, select your business type and then work your way through a series of questions about the hazards in your workplace, answering 'yes', 'no' or 'not applicable'.*

*You then need to walk around your workplace, consult with your employees and make sure that no hazards have been missed (a blank template will allow you to risk assess any hazards specific to your workplace that have not been covered and you can search for additional hazards at the end of the process). When you have finished you can download, edit, and print your safety statement.}*

### 3. COMMUNICATION OF POLICY

- ▶ Parents/guardians are informed about the Safety Statement at enrolment.
- ▶ Parents/guardians confirm that they have read and accepted this statement.

- ▶ I will make a copy of this Safety Statement, including any significant changes/updates, available to all parents and guardians.
- ▶ I welcome discussion, questions or comments on this policy.

### 4. DATE OF POLICY AND CHILDMINDERS SIGNATURE

Date policy was written:

Date policy is to be reviewed:

Childminder's Signature:

# Childminding Sample Record Keeping Forms



This document has been developed by the Childminding Development Officer Team, September 2020.

The Childminding Development Officers provide support to the local City and County Childcare Committees to work with existing and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities.

The Childminding Development Officer team would like to acknowledge that the material in this pack has been adapted from resources previously developed and published by the City and County Childcare Committees (CCCs) and Tusla.

**Disclaimer:**

The Childminding Development Officers have made every effort to ensure that all the information included in this publication is accurate and correct. However, under no circumstances will the board of any City/County Childcare Committee be liable in respect of any error(s), omissions, typographical errors or incorrect information therein.

The Childminding Development Officers assumes no liability whatsoever for any damage resulting from use of this publication, associated resources or its contents.



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## SAMPLE CONTRACT BETWEEN CHILDMINDER & PARENT

### Childminder Contact Details

Name of Childminder: .....

Address: .....

.....

Phone No.: .....

Mobile No.: .....

### Parent/Guardian Contact Details

Name of Parent/Guardian: .....

Address: .....

.....

Phone No.: .....

Work No.: .....

Mobile No.: .....

Name of Child/ren: .....

Address (if different from above): .....

### Collection

Child/ren will be collected by (include names and relationship to the Child).

.....

.....

.....

The Child/ren will not be handed to any other person unless prior instruction has been given personally to the Childminder.

Childminding start date: .....

	Mornings		Afternoon		Evening / Overnight	
	Start	Finish	Start	Finish	Start	Finish
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

## Childminding Details

### Childminder to provide:

- ☐ Breakfast
 ☐ Lunch
 ☐ Snacks
 ☐ Dinner
 ☐ Other
 Specify: .....

The cost of providing food is / is not included in the fees

### Parent to provide:

- ☐ Nappies
 ☐ Food
 ☐ Sunscreen
 ☐ Change of clothes
 ☐ Baby Toiletries

Other: .....

Cost of transport, outings to be covered by: .....

## Payment

Electronic payment is preferred. My bank details are:

IBAN: .....

BIC: .....

Bank Name: .....

Bank Address: .....

Rate of pay is € ..... per hour per child.

Payment to be paid weekly in advance every Thursday

Fee for late pick-up: € .....

Non-refundable deposit of € ..... required.

## Sickness

Children should not attend if they have an infectious illness.

Children should not attend if they have symptoms of COVID-19 or any other contagious illness.

Fees to be paid in the event of:

Childminder sickness: Yes / No

Parent sickness: Yes / No

Child sickness: Yes / No

## Parental Declaration during COVID-19

1. My child/ren will not attend this service if they or someone in our household has symptoms of Covid-19.
2. If my child becomes symptomatic, I will collect them and contact our doctor. If testing is arranged for my child, I understand that local public health staff will be in touch with me where a test is positive. I also understand that the local public health staff will be in touch with the childminding setting in relation to what steps are required for me, the service and other families.
3. I have read (Childminders Name) Infection Control Policy and agree to adhere to it.
4. I will provide a spare set of clothes and other essential items which must remain in the childminding setting.
5. I will not allow toys from home to be brought into the childminding setting at this time.
6. I agree to commit to the HSE advice to ensure risks are avoided.
7. I consent to my child/ren attending your service and mixing with other families supported by their Childminder.
8. I will inform (Childminders Name) if my child/ren have symptoms of COVID-19.
9. I am aware that this service may have to shut immediately, subject to public health advice, if any person reports symptoms of COVID-19.
10. I am aware that I may also be asked to self-isolate or restrict my movement, again subject to public health advice.
11. If soft toys/ comfort blankets are essential for my child, they will be personal to my child, will be machine washable and they cannot be shared.

Please state if you or your child has been in contact with anyone who presented symptoms of COVID-19 or tested positive for COVID-19 \_\_\_\_\_ Y/N

Parent's signature: .....

Date: .....

Childminder's signature: .....

Date: .....

## Holidays / Annual Leave

### Childminder Annual Holidays

Number of days paid holiday per year (including public holidays): .....

Notice required of annual leave: .....

### Parent Annual Holidays

Number of days paid holiday per year (including public holidays): .....

Notice required of annual leave: .....

### Other Holidays

Bank Holidays Fee: Yes / No

Occasional day/s off (Parent) Fee: Yes / No

Occasional day/s off (Childminder) Fee: Yes / No

## Contract Review

This contract will be reviewed every: .....

Next review date: .....

Notice to end the Childminding Arrangement.

The required notice period from either party is .....

Payment in lieu of notice is payable to the Childminder where the notice period agreed is not complied with.

Parent's signature: .....

Date: .....

Childminder's signature: .....

Date: .....

The above contract has been adapted from Childminding Ireland's:  
Sample Childminding (COVID-19) Contract with Parents.



### SAMPLE CONTRACT BETWEEN CHILDMINDER & PARENT

Child's Full Name	
Child's Address	
Date of Birth:	
Details of medical condition (what medicine is for):	
Name of medicine:	
Name and contact details of prescriber:	
Route for administration of medicine (check correct one):	<input type="checkbox"/> Oral (by mouth) <input type="checkbox"/> Topical (rub in) <input type="checkbox"/> Inhale  <input type="checkbox"/> Injection <input type="checkbox"/> Rectal
Frequency of dosage/ times to be given:	
Effective from:	Date:
Effective to:	Date:
Any other information (side effects, potential adverse reaction, special precautions):	
How the medication is to be stored (as on directions given on medication label):	
Printed name of parent:	
Signature of parent or guardian authorising medicine:	
Date:	





## SAMPLE MEDICATION ADMINISTRATION RECORD

Each time medication is to be administered, I first:

- Confirm the child's identity
- Check that parent's/guardian's written consent has been given
- Check when medicine was last given
- Check the administration instructions, including the name of the medication, the method and times for administration and the required dose
- Check whether medication is within date

Child's name: .....

Date			
Time			
Name of Medication  (state whether prescribed or non-prescribed)			
Dose Given			
Route of administration  (by mouth, injection, inhale, rectal, topical – rub in)			
Signature of person administering			
Signature of witness			
Comments			



# **SAMPLE ACCIDENT AND INCIDENT FORM**

Name of child / adult affected:		Date of Birth:	
		Age:	
Name of person dealing with the accident/incident:		Date and time of accident/incident:	
Place of the accident/incident:		Detailed description of the accident/incident:	
Details of the accident area/layout, including the number of adults and children present:			
Details of all communication with parents/guardians in relation to the accident/incident:			
Details of any investigation completed in relation to the accident/incident:			
Details of all required corrective and preventative actions taken:			
Details of any changes made to policy and/or practice, following review of accident/incident:			

Details of whether the incident/accident has been notified to Tusla:

Circumstances surrounding the accident/incident, including any apparent illness or symptoms:	
Name of parents/guardians contacted and time they were contacted:	
Nature of the injury:	
Treatment provided (medication or First Aid administered)	
Medical personnel or emergency services contacted and time of contact:	
Details of any person(s) present:	
Details and signatures of any witness(es):	
Name of those to whom the accident was notified and date and time:	
When the child was collected/ removed to hospital and by whom:	

Details of the accident area/layout, including the number of adults and children present:
Details of all communications with parents/guardians in relation to the accident/incident:
Details of any investigation completed in relation to the accident/incident:
Details of all required corrective and preventative actions taken:
Details of any changes made to policy and/or practice, following review of accident/incident:
Details of whether the incident/accident has been notified to Tusla:

Notification details to other external parties

Notified to	Yes	No	Date	Details
Tusla Social Work Services (if there is a child protection concern)				

An Garda Síochána (where this is a danger to staff or children or a criminal offence)				
Health and Safety Authority (where the incident is dangerous or staff member has been injured as a result)				
The service's insurance (where appropriate)				

To be completed by parent(s)/guardian(s)

Print Name(s):	
Signature(s):	
Time & Date:	

To be completed by the person writing the report

Print Name(s):	
Signature(s):	
Time & Date:	

Review and close off - To be completed by the Childminder

Print Name(s):	
Signature(s):	
Time & Date:	

# **SAMPLE RISK ASSESSMENT FORM**

Identify potential hazard/risk	Current controls in place	Assess the risk	Additional controls to eliminate/reduce the risk	Person responsible for implementing the controls





## SAMPLE NAPPY CHANGING PROCEDURE <sup>1</sup>



**Changing a nappy without spreading germs**

Australian Government  
National Health and Medical Research Council

- Wash your hands.
- Place paper on the change table.
- Always wear gloves when changing a nappy.
- Remove the child's nappy and put it in a 'hands-free' lidded bin.
- Remove any clothes with urine or faeces on them.
- Clean the child's bottom.
- Remove the paper and put it in a 'hands-free' lidded bin.
- Remove your gloves by peeling them back from your wrists, turning them inside out as you go. Put the gloves in the bin.
- Dress the child.
- Wash and dry the child's hands.
- Take the child away from the change table.
- Clean the change table with detergent and warm water.
- Wash your hands.

Keeping Healthy, Safe and Clean: The essential child care facilities guide for providers

<sup>1</sup> See also Management of Infectious Disease in Childcare Facilities and Other Childcare Settings, page 72 and 74, for other examples.

## SAMPLE HAND WASHING PROCEDURE <sup>2</sup>

### Washing your hands

**Hand washing is important:**

- If hands are not clean they can spread germs.
- **You should wash your hands thoroughly and often** with soap and warm water and **especially**:
  - When hands look dirty
  - Before and after preparing, serving or eating food
  - Before and after dealing with sick people
  - Before and after changing the baby's nappy
  - Before and after treating a cut or a wound
  - After handling raw meat
  - After going to the toilet or bringing someone to the toilet
  - After blowing your nose, coughing or sneezing
  - After handling rubbish or bins
  - After handling an animal or animal litter/droppings
  - After contact with flood water
- A quick rinse will not work – your hands will still have germs. To wash hands properly:
  - Rub all parts of the hands and wrists with soap and water for **at least 15 seconds** (or as long as it takes to sing the "Happy Birthday to you" song two times!)
  - Don't miss out on washing your finger tips, between your fingers, the back of your hands and the bottom of your thumbs – the pictures here will help.

#### Getting ready to wash your hands:



1

- Remove hand & wrist jewellery - rings, watch, bracelets



2

- Wet hands thoroughly under warm running water



3

- Apply a squirt of liquid soap to cupped hand

#### Washing your hands - take at least 15 seconds/the time it takes to sing the "Happy birthday to you" song twice!



4

- Rub palm to palm 5 times making a lather/suds



5

- Rub your right palm over the back of your left hand and up to your wrist 5 times
- Repeat on the other hand



6

- With right hand over the back of left hand, rub fingers 5 times
- Repeat on the other hand



7

- Rub palm to palm with fingers interlaced



8

- Wash both thumbs using rotating movement



9

- Wash nail beds—rub the tips of your fingers against the opposite palm

#### Rinsing and drying your hands:



10

- Rinse hands well making sure all the soap is gone



11

- Dry hands fully using a clean hand towel or a fresh paper towel
- Blin paper towel after use

Remember -  
Clean hands save lives &  
stop the spread of many infections



Health Service Executive  
Béal Féilte Taisce  
Compiled by Dept of Public Health, Wicklow  
January 2015

Adapted from [Handwashingtechniques.com](http://handwashingtechniques.com) (2011) ©2010 The Association of Teachers in Ireland; additional images: [Dermatology.com](http://Dermatology.com), [Puttingapieceofsoaponyourhands.com](http://Puttingapieceofsoaponyourhands.com)

2 Management of Infectious Disease in Childcare Facilities and Other Childcare Settings, page 75.

## RESPIRATORY HYGIENE

### Coughing and Sneezing

- Turn your head away from others
- Use a tissue to cover your nose and mouth



- Drop your tissue into a waste bin



- No tissues? Use your sleeve



- Clean your hands after discarding tissue using soap and water or alcohol gel for at least 15 seconds





SYMPTOMS: MENINGITIS & SEPTICAEMIA

# Meningitis and septicaemia

## Know the symptoms

**Red symptoms** are more specific to meningitis and septicaemia and less common in milder illnesses. Not everyone gets all these symptoms.

### MENINGITIS

Fever and/or vomiting

Severe headache

Rash (not all cases)

Stiff neck\*

Dislike of bright lights\*

Very sleepy/vacant/  
difficult to wake

Confused/delirious

Seizures (fits)

\*Less common in babies and toddlers

### SEPTICAEMIA

Fever and/or vomiting

Limb/joint/muscle pain

Cold hands and feet/  
shivering

Pale or mottled skin

Breathing fast/  
breathless

Rash (not all cases)

Very sleepy/vacant/  
difficult to wake

Confused/delirious



# SAMPLE ATTENDANCE AND FEES SHEET

Child's Name		Monday	Tuesday	Wednesday	Thursday	Friday
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
	Arrive					
	Leave					
Signed by Childminder						



## SAMPLE MENU PLANNER

Week Number:

Day	Breakfast	Snacks	Lunch	Dinner
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				





## SAMPLE CHILD'S RECORD

### Child's Record Form

Name of Childminder or Service: .....

Child's Full Name: ..... Child's Preferred Name: .....

Date of Birth: ..... / ..... / .....

Sex: ☐ Female ☐ Male

Date child commenced with Childminder: ..... / ..... / .....

Date child ceased to attend Childminder: ..... / ..... / .....

Home Address: .....

.....

Home Address: .....

.....

### Details of Parents/Guardians:

Name: (1) ..... (2) .....

Relationship to Child: (1) ..... (2) .....

Home Tel no: (1) ..... (2) .....

Mobile number: (1) ..... (2) .....

Contact email: (1) ..... (2) .....

Home address of parent if different from above: .....

.....

Who does the child live with? .....

Do both parents have custody of the child, if not please give details:

.....

Child's country of origin: .....

Parent's country of origin: .....

Child's first language: .....

Parent/Guardian's first language: .....

### Work Details

Place of Work: (1) ..... (2) .....

Work contact no: (1) ..... (2) .....

Work email: (1) ..... (2) .....

### Person(s) authorised to collect my child (other than the parents)

Name: (1) ..... (2) .....

Address: (1) ..... (2) .....

Relationship to child: (1) ..... (2) .....

Contact no: (1) ..... (2) .....

Mobile: (1) ..... (2) .....

Name: (3) .....

Address: (3) .....

Relationship to child: (3) .....

Contact no: (3) .....

Mobile: (3) .....

### Nominated Emergency Contacts

Name: (1) ..... (2) .....

Address: (1) ..... (2) .....

Relationship to child: (1) ..... (2) .....

Contact no: (1) ..... (2) .....

Mobile: (1) ..... (2) .....

Date form filled in: ..... / ..... / .....

Information updated: (1) ..... / ..... / ..... (2) ..... / ..... / .....

### Medical History

Does your child suffer from any medical conditions, illness, and/or allergies?

.....

Is your child on any medication?

.....

Has your child been hospitalised for any major illness or injury, if so please give details:

.....

Family Doctor: .....

Address: .....

Tel no: .....

Web Address: .....

### Immunisation Record (Please enter date received)

Age	Where	Vaccine	Date Received
Birth	Hospital / Clinic	BCG (TB)	
2 Months	GP	6 in 1 + PCV	
4 Months	GP	6 in 1 + Men C	
6 Months	GP	6 in 1 + Men C + PCV	
12 Months	GP	MMR + PCV	
13 Months	GP	Men C + Hib	
4-5 Years	GP / School	4 in 1 + MMR	

In Ireland it is not a statutory requirement that children must be immunised (vaccinated) in line with the National immunisation schedule. This is a parent's choice. It is highly desirable that children are vaccinated in accordance with the schedule unless contraindicated for medical reasons as children who are not vaccinated are dependent on "herd immunity" to protect against disease.

Vaccination protects the individual immunised who is less likely to be a source of infection to others. This reduces the risk to unimmunised individuals being exposed to infection. Thus, individuals who have not been immunised, or those who cannot be immunised, get some benefit from the immunisation programme. This concept can also be called population immunity.

The Childminder must keep a record of immunisations, if any, received by the child; so they must be aware of children attending the service who are vaccinated and those who are not vaccinated so that those children who are not vaccinated can be best protected in the event of such an infectious disease occurring within service.

**Additional Information:**

Tell me about your child's strengths, interest areas, abilities or challenges in which I can support them with?

.....

.....

Please outline details and special requirements if any:

.....

.....

Has your child been assessed for any hearing and/or speech difficulties?

.....

.....

Please outline details and special requirements if any:

.....

.....

Does your child have any specific dietary/cultural requirements?

.....

.....

Please outline details:

.....

.....

Does your child have any fears or phobias and if so please describe?

.....

.....

Name of siblings and/or close personal relationships in your child's life:

.....

.....

Does your child have any special talents/areas of interest?

.....

.....

Does your child use 'pet' language for special comfort toys?

.....

.....

Notes provided by parents concerning the above are attached to file:

Yes ..... No .....

## Parental Consent Form

### 1. Emergency Medical Care

I understand that every effort will be made to contact the named guardian or next of kin in the event of an emergency, requiring medical attention. However, if none of these can be contacted I hereby authorise the Childminder to transport my child to the doctor's surgery or to the appropriate hospital A/E department by ambulance or as is necessary and to secure the necessary medical treatment for my child. I give my permission for my child to be given appropriate emergency medical treatment.

Patient Number if the child attends any clinics/specialists in the hospital: .....

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

### 2. First Aid

I authorise that the Childminder trained in First Aid may administer First Aid to my child as appropriate.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

### 3. Antipyretic

I consent to teething gels and temperature control medication in accordance with the policy and procedures of the Childminder.

NB: Parents will always be informed when medication has been administered to their child.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

### 4. Permission for Outings

I authorise that my child may be taken on outings/walks that may be planned outside the Childminders home. The adult/child ratio for these outings will be based on a risk assessment carried out prior to the outing taking place. I understand that all necessary precautions will be taken to ensure my child's safety.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

## 5. Internet, Photo and Recording Permission

I give permission for ..... (child's name) to access the internet. The Internet is used only for brief periods and to support children's learning in accordance with the childminding service policy.

I give permission for ..... (child's name) to be photographed or recorded.

Photographs/recordings may be used for:

- Giving feedback to parents
- Viewing activities and progress, either currently or retrospectively
- Enhancing the health, welfare, and development of your child
- Supporting the annual review of the service
- Identifying potential risks
- Inspection

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

## 6. Access to Pets

I give permission for my child to be in contact with or have supervised access to pets. Care will be taken to ensure that the health, safety, and welfare of the children is not put at risk.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

## 7. Sun Cream Permission

I give permission for the application of sun cream to my child as outlined in the Childminders sun protection policy.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

## 8. Parent/Childminder Declaration

I have read and understand the policies referred to above. I will notify the Childminder of changes to any of the details in this form.

Parent/Guardian's signature: ..... Date: ..... / ..... / .....

Childminders signature: ..... Date: ..... / ..... / .....



# SAMPLE FIRE DRILL RECORD

Month	Date	Time	No. of Adults	No. of Children	Time from sounding alarm until assembly	Signed
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						



# SAMPLE FIRST AID CHECKLIST

Contents	Date checked amount:	Date checked amount:	Date checked amount:	Date checked amount:
Hypoallergenic Plasters (12+)				
Sterile eye pads (2+)				
Individually wrapped sterile wound dressings (1+)				
Individually wrapped antiseptic wipes				
Paramedic Shears				
Latex gloves – non-powdered latex or Nitril Gloves (latex free) (1 box)				
Sterile eye wash				
Individually wrapped triangular bandage (2+)				
Small individually wrapped non-stick sterile undedicated wound dressings (1+)				
Fever scan thermometer				



## SAMPLE FLEXIBLE DAILY ROUTINE

As a childminder I strive to provide and promote a flexible daily routine which meets the needs of all children and families in my care. I will endeavour to ensure that each child's routine reflects that of their family home. I will encourage a child lead routine which allows for children to choose activities based on their own personal interests. Outlined below is a sample of a variety of activities that are available for children within my service.

**This is not an exhaustive list.**





## VOLUNTARY NOTIFICATION FORM

CCC Logo

### Voluntary Notification Form for a Person Providing a Home Based Childminding Service

To: XXXXXX County Childcare Committee

I, ..... hereby Voluntary Notify XXX County childcare Committee that I am providing / it is my intention to provide a home-based Childminding service that is exempt from the requirement to notify the Health Service Executive (HSE) under the Childcare Act 1991.

- I have read the 'National Guidelines for Childminders'. I agree to comply with all the aspects of the guidelines.
- I agree to work with the Childminder Advisory Officer to access various supports, information, training, funding etc.
- I have completed the attached Self-Evaluation form.
- I agree that the HSE may be informed of my completed Voluntary Notification.

This notice is given today .....

#### Childminders Details:

Name: .....

Address: .....

.....

Phone: ..... Mobile: .....

Email: .....

#### My Childminding Service operates from:

..... am to ..... pm ..... days per week

Signature childminder:

.....

Date: ..... / ..... / .....

Signature of Development Officer / CCC Representative:

.....

Date: ..... / ..... / .....





SUITABILITY OF THE PERSON		Signature of Childminder
1.	I am an adult who is genuinely interested in caring for children, has the ability to communicate with children, is of good character and is in good health.	
2.	I attest that I am free from any criminal conviction or pending investigation that would deem me unsuitable to have unsupervised care of children. I am willing to undergo a Garda Vetting procedure in the future if necessary.	
3.	I have provided at least two written references that attest to my good character and to my suitability to provide single-handed childcare for a group of pre-school children. Copies of letters attached.	
4.	<p>I have trained in First Aid for Children and have up-to-date First Aid Certification dated: ..... (Copy of Certificate attached) <input type="checkbox"/></p> <p>Or</p> <p>I am willing to undertake First Aid Training for Children <input type="checkbox"/></p>	
5.	I have the following experience working with Children:	
6.	I have completed the following relevant training:	
7.	I plan to undertake the following relevant training:	

WELL-BEING OF THE CHILD		Signature of Childminder
1.	I am concerned to providing quality childcare which ensures that the well-being and development of the child is paramount	
2.	<p>I have written policies and procedures for my Childminding service and I will ensure that parents are aware of these. Samples available in Support Pack.</p> <ul style="list-style-type: none"> <li>Confidentiality <input type="checkbox"/></li> <li>Health and safety policies including a safety statement <input type="checkbox"/></li> <li>Child Protection <input type="checkbox"/></li> <li>Fire Safety Policy <input type="checkbox"/></li> <li>Positive Discipline Policy <input type="checkbox"/></li> <li>Partnership with Parents <input type="checkbox"/></li> <li>Equal Opportunities <input type="checkbox"/></li> </ul>	
3.	<p>I have put in place a procedure for recording relevant information in relation to the child and ensure that parents are aware of this procedure:</p> <ul style="list-style-type: none"> <li>Daily attendance <input type="checkbox"/></li> <li>Child's Information Record <input type="checkbox"/></li> <li>Daily Routine <input type="checkbox"/></li> <li>Menu Plans (ensuring healthy, balanced nutritional diet, food stored correctly) <input type="checkbox"/></li> <li>Accident/Incident Form <input type="checkbox"/></li> <li>Medicine Administration Form <input type="checkbox"/></li> </ul>	
4.	<p>I have <input type="checkbox"/> / plan to <input type="checkbox"/> ...</p> <p>...avail of Children First E-Learning Programme/ Always Children First Training Foundation Level</p>	

PHYSICAL ENVIRONMENT		Signature of Childminder
1.	My home provides a secure and happy environment in which the health, safety and welfare of the child are assured, and in which the developmental needs of the child are met.	
2.	The areas of my home, indoors and out of doors, are in a proper state of repair and are fit for the purposes of Childminding. All are free of avoidable hazards.	
3.	My home is clean, hygienic and safe: has stair gates, locks on cupboards, presses, doors as needed; and hazardous materials suitably stored.	
4.	There is a telephone on the premises.	
5.	Emergency contacts are posted in an easily accessible location and an emergency back-up person is available to me who can respond promptly.	
6.	The exit doors, gates and perimeter of the home are secure.	
7.	There is adequate work and play space for all children and adults in the service.	

HEALTH AND SAFETY		Signature of Childminder
1.	I have health and safety procedures in place in my childminding service and can provide evidence of this.	
2.	I have health and safety procedures in place in my childminding service and can provide evidence of this.	
3.	I ensure good hygienic practices are followed at all times.	
4.	I have appropriate insurance cover for my childminding service Copy Attached <input type="checkbox"/>	
5.	I have : Properly equipped First Aid Kit <input type="checkbox"/> Fire fighting equipment/ blanket <input type="checkbox"/> Smoke Alarms <input type="checkbox"/>	
6.	Fire safety procedures are in place, including an evacuation plan. Copy Attached <input type="checkbox"/>	
7.	I have ensured that animals/pets on the premises do not put the health, safety or welfare of the children at risk.	

**THE FOLLOWING DOCUMENTATION MUST ACCOMPANY THIS VOLUNTARY NOTIFICATION  
SELF-EVALUATION FORM:**

- ☐ 2 References
- ☐ First Aid Certificate (if available)
- ☐ Copy of Relevant Insurance
- ☐ Copy of Fire Safety Procedure including Evacuation Plan

For support and assistance in completing the Voluntary Notification Form and Self-Evaluation Form, contact:

Tel: ..... Email: .....

**Disclaimer**

The information provided to the undersigned Development Officer ("the Officer") in this Voluntary Notification Form ("the Form") has been provided by ("the Childminder") of as part of a voluntary self-evaluation process as set out in the National Guidelines for Childminders.

In signing this Form, the Officer acknowledges receipt of the information from the Childminder and thereby confirms that the Childminder has voluntarily notified ..... City/County Childcare Committee. Neither the Officer nor the Committee guarantees or warrants as to the truth, validity or accuracy of the information provided by the Childminder and the Childminder is solely responsible in this regard. The function of the Officer in receiving the information provided by the Childminder and signing this Form is solely to confirm that the Childminder has voluntarily notified the Committee. Neither the Officer nor the Committee accepts any responsibility, howsoever arising, in respect of any of the information provided in this Form, or the use thereof or reliance thereon by any party.

In signing this Form, the Childminder undertakes to and assures the Officer that the information provided to the Officer, and in turn to the Committee and any other third party (including the HSE) to which this Form may lawfully be given, is true, accurate and valid in every respect on the date of signing, and s/he accepts full responsibility in respect of the information provided in this Form, the use thereof and reliance thereon by any party. The Childminder is aware that the process of voluntary notification is a self-evaluation process and that s/he is required to complete the Form in good faith, and to provide true, accurate, valid and up-to-date information.

Signed: .....

Development Officer

Signed: .....

Childminder

Date: ..... / ..... / .....



# Childminding Guidelines on Planning a Childminding Business in your own home





This document has been developed by the Childminding Development Officer Team, September 2020.

The Childminding Development Officers provide support to the local City and County Childcare Committees to work with existing and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities.

The Childminding Development Officer team would like to acknowledge that the material in this pack has been adapted from resources previously developed and published by the City and County Childcare Committees (CCCs) and Tusla.

**Disclaimer:**

The Childminding Development Officers have made every effort to ensure that all the information included in this publication is accurate and correct. However, under no circumstances will the board of any City/County Childcare Committee be liable in respect of any error(s), omissions, typographical errors or incorrect information therein.

The Childminding Development Officers assumes no liability whatsoever for any damage resulting from use of this publication, associated resources or its contents.



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## INTRODUCTION

In deciding to operate a childminding business from your home it is essential that you embark on your childminding career with a strong business sense. This approach will have added benefits for you in terms of the professionalism of your service and the potential financial returns for your work. Running your own business involves responsibility and risk with the goal of achieving reward for your effort. You can greatly increase the likelihood of success by forward planning and accessing advice and mentoring from others in the early learning and care (ELC) and school-age childcare (SAC) sector.

As a professional Childminder operating a childminding service with a strong business sense:

- You are in a better position for negotiation on payment and conditions with parents/guardians
- You can apply for funding towards your business
- You can keep track of your income and expenditure
- You may be eligible for a €15,000 tax exemption on your childminding earnings
- You can operate in a confident and professional manner and treat childminding as a professional career choice
- By operating within the formal economy, the risk of being reported is eliminated facilitating you to promote your business in your local area
- You have the opportunity to make your own PRSI contributions which may entitle you to a contributory state pension and other entitlements

As with any new business it is worthwhile considering doing a start your own business course to get acquainted with the details of managing your accounts, keeping track of expenditure, marketing your service etc.

### WHAT KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS DO YOU NEED?

In Ireland ELC/SAC services adhere to the Child Care Act 1991 (Early Years Services) Regulations 2016 & Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018. ELC/SAC services including some Childminders (those intending caring for 7 or more children of any age, or 4 or more pre-school children) must meet certain requirements specified in these regulations. Under these regulations an appropriate qualification in childcare (QQI Level 5) is also required if caring for 4 or more preschool children.

Any childcare experience you already have, including experience as a parent, will benefit you greatly in informing you on how to work with children and families. However, it is also important to consider the financial and business end of the childminding service. Discuss all aspects of your childminding business with your family and access the supports available from the Development Officers in your local City/County Childcare Committee.

Refer to the following:

- A Guide to Becoming a Childminder
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018
- Quality & Qualifications Ireland

### LEGAL REQUIREMENTS

#### Legal structure:

In most instances, childminding businesses operate as Sole Traders. This means the business is owned and run by one person, you the Childminder.

#### Consider the following points:

- Register as a self-employed Childminder by completing and returning the registration form (TR1 form) to the Revenue Commissioners
- There is a tax exemption called the Childcare Services Relief in place for Childminders earning less than €15,000. (see page 13)

- To be eligible for the tax exemption you must Voluntary Notify your childminding service to your local City/County Childcare Committee
- If you intend caring for 4 or more preschool children / children not yet attending National School or if you intend caring for 7 or more children of any age you are required under the Early Years Services Regulation 2016 and the Registration of a School Age Service Regulations 2018 to register your service with Tusla
- Insurance is required for all childminding services, check details of cover available with your home insurance broker or specific childminding insurance providers. Further information is provided in the 'Guide to Becoming a Childminder'
- If you are in receipt of social welfare payments find out what the cut off points for payments are and discuss your childminding business plan with your local DEASP office
- If you are using existing rooms in your home for childminding up to 6 children, you do not require planning permission. However, planning regulations do come into effect if you are changing use of existing premises, e.g. garage or building an extension or if you care for more than 6 children. If this is the case, you should contact the planning department of your local County Council and liaise with your local CCC Development Officer for support
- Childminding in the family home is usually exempt from rates but it is useful to check this with your local County Council
- If you live in Local Authority Housing or rented accommodation clarify conditions of your tenancy before setting up a childminding service

### **Refer to the following for further information:**

- Citizens Information Centre
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018
- Revenue information
- Local Enterprise Office
- Social welfare

### Record keeping:

It is good practice for all Childminders to have a clear method for recording information on a range of issues relating to your business.

All Registered and Voluntary Notified Childminders are required to keep records on attendance, medicine administered, any accident/ incident forms etc. Parents should be aware of the records you maintain on their children and records like the medicine administration, incident / accident form etc should also be signed by parents. It is good practice to give parents a copy of these forms for reference. All records should be stored safely. For a comprehensive sample of record forms ask your CCC for the support document 'Childminding Sample Record Keeping Forms'.

In addition to childcare records it is also advisable to keep a good record of all financial transactions involving your business. Samples are available from the Enterprise Boards, County Childcare Committees etc.

### Refer to the following for further information:

- Childminding Sample Policies & Procedures
- Childminding Sample Record Keeping Forms

## HOW MANY CHILDREN CAN YOU MIND?

This is an important decision and is affected by many issues.

- The Child Care Act 1991 (Early Years Services) Regulations 2016 state that a single-handed Childminder should look after no more than 5 preschool children including your own preschool children
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 state that a Childminder who does not care for any pre-school children, care for no more than 12 school age children at the same time
- Safety and child welfare issues must override all other aspects of running a successful and profitable childminding business. Consider also how many children you can take care of at any one time where all your attention and energy can be devoted exclusively to minded children



- The free Preschool Year in Early Childhood Care & Education (ECCE) can be offered by participating childminders. There are a number of requirements including QQI level 6 accreditation, TUSLA registration & DCYA approval
- Childminders who are registered with Tusla can participate in the National Childcare Scheme (NCS)
- If you are a parent, how many children do you have, what are their ages?
- Are your own or minded children attending an ELC/SAC service, national school etc? Do you have to do school pick-ups or drop off?
- What ELC/SAC services are already operating in your area?
- Parents often require childcare for part time hours so you must keep track of your schedule. Will there be times when you have a greater number of children at any one time?
- What number of children will your insurance cover cater for? Remember your own children are often counted in the ratios for insurance purposes

### **Please refer to the following:**

- Details of the ECCE scheme available from the Department of Children & Youth Affairs
- National Childcare Scheme
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018

## **DECIDING A PRICE**

The price you charge for your childminding service is closely associated with the quality and credibility of your childminding service and will in the end determine your own salary. Prices do not stay the same so plan your increases according to needs and let parents know well in advance. What you charge is up to you. The following factors need to be considered:

- It is important to realise that your household expenditure will increase
- Do you have a preference to mind babies, preschool or school going children? Generally, parents of babies and preschool children will require childminding services for longer times of the day

- What are the existing prices for childminding in your area?
- Remember as an individual Childminder you are free to negotiate a fee with parents based on your individual childminding service being offered. However, it is important that it remains affordable for parents
- What is special about your childminding service? What added benefits can you offer children and parents?
- Prices should be established according to the quality of the service you offer. As a Childminder you should think about the expenses incurred. Please refer to income and expenditure section overleaf

### Refer to the following:

- Childminding Ireland

## INCOME AND EXPENDITURE

Consider the following issues when setting up a new childminding service to maximise the profitability of your service.

### Income:

If you are a parent of young children, you will save money by not paying someone else to care for them. However, will the childminding service be viable / feasible from an economic standpoint? Are you solely dependent on income from childminding? As a self-employed person you will have no income until you are minding children. If it takes a month or two to get established as a Childminder - how will you pay bills in the meantime?

The following factors will affect your income:

- Decide how many children you can care for at any one time
- What will your operating hours be? Can you offer part-time, full-time, or drop-in care?
- Will you be available early in the morning or later in the evening? Do you wish to offer overnight / weekend childcare if required?

- Decide if you will offer a discount for more than one child from the same family
- You will need to consider whether you will charge for bank holidays (9 annually), holidays, absence due to illness, settling in period, extended absences etc
- Can you do pre-school / school drop offs or pick-ups?
- Who provides meals (breakfast, lunch & snacks) for the children?
- Do you require parents to pay in advance by cash, cheque, electronic funds transfer or direct debit?
- Will you use a Childminding contract with parents to negotiate fees? How much notice do you require before a parent leaves your service?
- Clarify with parents how long the child will be absent from your service during any extended absences e.g. maternity or parental leave, school holiday periods etc and discuss the possibility that you might take on additional children during this period
- It is advisable to write down your fee policy and keep a record of what you agreed with parents so you can refer to it. Having a Contract between Childminder and Parent can assist you to agree and maintain your fee structure with parents. Remember the Childminder and Parent contract should be reviewed regularly. Communicating with parents on a regular basis about fees and charges, planned absences or any other changes to your childminding service can minimize misunderstandings (see sample contract in Childminding Sample Record Keeping Forms)

### **Expenditure:**

- Are you insured to childmind in your home and carry minded children in the car? Your home insurance company may cover you for childminding a small number of children in the home at no additional cost but check that you are completely satisfied with the cover offered
- What childcare equipment do you require? If you are minding babies you will need a variety of equipment including steriliser, cot & blankets, highchair, buggy (double?), changing mat etc
- What safety measures will you need to take in the home? Think about the need for stair gates, fire guards, fire safety items, first aid kits, secure outdoor play area? Have you an area where you can change nappies, put small children down to sleep etc
- Do you have sufficient car seats & seat belts to accommodate all the children safely in the car?

- Have you a good selection of games & activities for children of all ages for both indoor & outdoor play?
- Do you have adequate storage for toys & equipment?
- Your household bills will increase so consider ongoing costs like:
  - Food
  - Heat & light
  - Water
  - Telephone
  - Insurance
  - Petrol / diesel
  - Extra refuse, cleaning products etc
  - Childcare training & resources
  - Childcare equipment & toiletries
  - Arts and craft materials
  - Accountancy fees
  - PRSI contribution
  - Advertising
  - Outings
  - Optional gifts for children (birthday, Christmas, Easter eggs, parties)

## MARKETING YOUR CHILDMINDING SERVICE

Until you let people know you are childminding you will have no business. How do you plan to sell your childminding service to families? How will you present the service as an attractive, high quality and practical option for families? What can you offer parents that compliments or supplements what is already available in the area?

**Identify the methods of advertising, which shall be used such as:**

- Your local City/County Childcare Committee's Directory of ELC/SAC Services
- Advertisement in your local newspapers
- Posters in local businesses
- Door to door leaflet drops
- Poster in local ELC/SAC services and national schools
- Parent and Toddler groups
- Social Media Platforms

- Community Notice Boards
- Talk to other Childminders at events organised by your local City/County Childcare Committee
- Meet your Public Health Nurse
- Tell all your friends, neighbours, family about your new childminding service

### CHILDCARE SERVICES RELIEF

- The tax exemption applies only to Childminders who are self-employed. Therefore, you must register with Revenue as a self-employed Childminder to avail of the tax exemption.
- The childminding services must be provided in your own home.
- You may mind up to 3 children (under 18 years) at any one time, excluding your own children. A Childminder could, conceivably, mind 3 children in the morning and 3 different children in the afternoon and still qualify.
- The tax exemption applies to gross annual income from childminding and must not exceed the limit of €15,000. Gross income is all childminding fees received from parents within the year without taking account of any expenses incurred in running your childminding service.
- The tax exemption ensures that as a qualifying Childminder, you will have no income tax liability and also that your entitlement to the home carer's allowance, mortgage interest relief, and principal private residence relief is not affected. Income to which the tax exemption applies will not be taken into account in determining entitlement to capital gains tax relief on gains from the disposal of your home as a principal private residence.
- You will be liable to pay PRSI @ 4% on your income (or a minimum €500) provided your income is €5,000 or more in a tax year and this payment will be a contribution towards your Class S benefits. (See more information on next pages). (These figures are subject to change)
- Keep a record of the fees received from childminding; a weekly record in a diary or open a specific bank account and lodge all fees received. Using a cheque book to pay for specific items for your childminding service is considered good business practice.
- Childminders earning less than €15,000 per annum are not liable for the Universal Social Charge

- If a Childminder is married, he/she can choose to be either separately assessed or jointly assessed. It is usually more beneficial to be jointly assessed as any of the Childminder's unused 20% tax band and [Single Person's] tax credit can be utilised by the higher earner. If a Childminder chooses to be separately assessed, then he/she utilises his/her own tax credits and any unused tax credits are lost **(it is recommended that you seek professional advice on this).**

### How to apply for the childcare services relief:

- Notify your service to your local City/County Childcare Committee. You will receive a certificate/ letter of notification, this should be kept on file for future reference.
- Register online with ROS or contact the local tax office for a form TR1 to register as a self- employed Childminder. (This form is also available to download on [www.revenue.ie](http://www.revenue.ie) - go to forms and registration forms)
- To ensure you avail of the tax exemption, you must submit an Income Tax Return (form 11) each year and claim the childcare services relief on the Tax Return. You will need to confirm that your service is notified and confirm your total childminding income for the year of claim is less than €15,000. Where a couple are being jointly assessed when submitting a form 11 please ensure that the section being completed by the Childminder indicating exempted income includes the Childminder's PPS number.
- As a self-employed Childminder you will be required to pay Class S PRSI @ 4% (or a minimum €500) provided your income is €5,000 or more in a tax year and this payment will be a contribution towards your Class S benefits – Widow's, Widower's or Surviving Civil Partner's (Contributory) Pension, Guardian's Payment (Contributory), State Pension (Contributory), Maternity and Paternity Benefit, Job Seekers Benefit (self-employed), Adoptive Benefit, Treatment Benefit (Dental, Optical and Aural). Class S PRSI does not provide cover for any other schemes / benefits. PRSI due on certain tax-exempt income will be included in the Income Tax assessment for the relevant tax year. This means that €500 should be paid when filing the tax return. Failure to pay this could affect your State Pension entitlements.

### Please note:

If a Childminder does not apply for the childminding tax exemption or is earning over €15,000 gross per annum, then the income is fully taxable. However, in this case, a Childminder can deduct a variety of expenses which he/she may have incurred in earning that income i.e. toys, equipment, insurance etc.

## REGISTERING AS A SELF-EMPLOYED CHILDMINDER

To complete the appropriate forms, you must have a Personal Public Service Number (PPS Number). To register as a self-employed Childminder you need to either register on Revenue on-line or complete the appropriate registration form (Form TR1) and submit this to Revenue. This form is for Individuals / Sole Traders, Partnerships, etc., and is used to register for:

- Childcare services relief (tax exemption) or if applicable income tax
- Employer's PAYE/PRSI
- VAT (if applicable)

### **Please Note:**

If a Childminder is married, he/she can choose to be either separately assessed or jointly assessed. It is usually more beneficial to be jointly assessed as any of the Childminder's unused 20% tax band and [Single Person's] tax credit can be utilised by the higher earner. If a Childminder chooses to be separately assessed, then he/she utilises his/her own tax credits and any unused tax credits are lost.

## PRSI & PENSIONS FOR THE SELF-EMPLOYED

Class S PRSI applies to self-employed people. For Childminders earning over €15,000, the PRSI contribution will be €500 or 4% of taxable income, whichever is the greater.

### **What are the benefits of paying PRSI?**

- Widow's/Widower's or Surviving Civil Partners (Contributory) Pension
- Guardian's Payment (Contributory)
- State Pension (Contributory)
- Maternity and Paternity Benefit
- Job Seekers Benefit (self-employed)
- Adoptive Benefit
- Treatment Benefit (Dental, Optical, Aural)

## **Personal Pension Provision**

If you are self-employed, you may provide additional income in your retirement by saving via a PRSA or a Personal Pension Plan.

### **What is a PRSA (Personal Retirement Savings Account)?**

A PRSA is a long-term savings account designed to assist people to save for retirement. Anyone can contribute to a PRSA i.e. self-employed, employed, unemployed, home makers, carers. A list of approved PRSA providers and their products can be obtained from the Pensions Board. A Childminder can pay contributions to a PRSA directly. Tax relief is granted on contributions to a PRSA.

### **What is a Personal Pension Plan?**

A Childminder (self-employed person) may take out a Personal Pension Plan with an insurance company. This is an individual contract between you and the insurance company. You pay contributions direct to the insurance company. Tax relief is granted on your contributions to a personal pension.

### **Please refer to the following:**

- Queries relating to PRSI can be made to the PRSI section, Department of Employment Affairs & Social Protection on 051 356000.
- For further information on PRSA's contact The Pensions Board on (01) 6131900.

## **REGISTERING FOR TAX IF YOU DO NOT QUALIFY FOR THE CHILDCARE SERVICES RELIEF**

- Register online at [www.ros.ie](http://www.ros.ie)
- Complete the form TR1
- You are obliged as a Childminder to keep financial / accounts records. You must keep full and accurate records of your business from the start
- Complete a tax return (form 11) at the end of the business year



- Married Childminders should consider if joint assessment or separate assessment is more beneficial to them

### **What records must you keep?**

- All purchases of goods/services
- All moneys received and paid out
- All relevant documents such as invoices, bank statements, cheque stubs, receipts, etc., should also be retained
- Any expenses incurred in the running of your business must be wholly and exclusively for the purpose of your business
- Your business takings (income): these should be recorded in a cashbook/excel sheet as and when you receive payment. You could also issue receipts for payment received
- It is easier to keep records if you pay your business expenses by cheque or direct debit
- Lodge your money on a regular basis and ensure it always balances with your cashbook/excel sheet
- All items of expenditure: telephone, rent, ESB, insurance, heating, motor expenses, childcare equipment & materials etc.
- It is recommended that you receive payment by cheque or standing order as then you have a record of fees received. This record is required when preparing your accounts, evidence of fees if you are claiming loss of income under insurance policy or to negotiate with banks

**You must keep your financial records for six years unless Revenue advises you otherwise.**

### **Paying your Income Tax:**

You must pay Preliminary Tax on or before the 31st October of each year, except in your first year of business. Preliminary tax is an estimate of your tax due for the current year. Although you are paying tax in October for the current year you have 3 options from which to choose:

Pay 90% of your final tax bill for current year

**OR**

Pay 100% of your previous year's tax bill

**OR**

Pay 105% of your final tax bill for the year before last, if paying by direct debit. (This option is only available in your 3rd year of business)

### **Universal Social Charge (USC)**

You do not pay the USC if your total income for a year does not exceed €13,000. The USC does not apply to Childminders who are eligible to claim the Childminders Tax Relief of €15,000 per annum.

Self-employed Childminders will make a payment of USC along with their preliminary tax payment and any balance will be collected when the final assessment issues. USC is payable on gross income after relief for certain capital allowances, but before relief for pension contributions. Gross income is determined after deduction of legitimate expenses directly associated with the performance of the trade.

See **Tax Credit, Allowances and Relief Information** for additional information.

## Expenses That Can Be Offset Against Tax

As a Childminder all or a portion of the following expenses can be offset against income for taxation purposes:

<b>Registration fee</b>	To Tusla (full amount)
<b>Membership</b>	To relevant bodies e.g. Childminding Ireland (full amount)
<b>Premises/charges</b>	Rent (not mortgage), repairs, general maintenance, replacements and refurbishment (portion)
<b>Insurance</b>	Specific childminding insurance, specific car insurance (full amount)
<b>Telephone</b>	Business specific phone (full amount), otherwise a portion
<b>Equipment</b>	Any equipment required to meet statutory regulations, cots, buggies, playpens, highchairs, stair gates, fire extinguishers/fire blankets, sterilisation equipment, toys etc. (full amount) Capital costs: written off at 12.5% per year
<b>Services</b>	Heating, light, cooking, phone – (portion)
<b>Play materials</b>	New books, arts & crafts materials, paper, paints etc (full amount)
<b>Cleaning materials</b>	Cleaning products, soaps, toiletries etc (portion)
<b>Food</b>	Portion of the household food costs
<b>Furniture &amp; Fittings</b>	Repair, refurbishment, additional wear and tear (portion)
<b>Transport</b>	Mileage allowance (portion)
<b>Training</b>	Course fees, textbooks, training materials, travel, and subsistence (portion)
<b>Marketing</b>	Advertising costs (full amount)
<b>Secretarial</b>	Expenses involved in keeping records and accounts, computer equipment, stationery, and other office requirements (full amount)
<b>Accounts</b>	Book-keeping/accountants fees (full amount)

**Staff** Payment to childcare assistant, contract cleaner, window cleaner, garden maintenance (full amount)

**For further information please contact the following:**

- Department of Employment Affairs & Social Protection
- Contact your Local Development Company Enterprise Officer
- Contact the Case Officer in your local Social Welfare Office or Intreo Centre

## STEPS TO BECOME A PROFESSIONAL CHILDMINDER

- Contact the Development Officer in your local City/County Childcare Committee.
- Participate in Continuous Professional Development (CPD) such as First Aid, Children First E-Learning programme and CPD resources available on First 5
- Arrange a support visit (where applicable) to access advice on the physical layout and set up of the service.
- Organise 2 written references and take copies to share with potential parents.
- Organise insurance cover.
- Develop your own Childminding Policies & Procedures by consulting the samples available in the 'Childminding Sample Policies & Procedures'.
- Develop your own Childminding Record Keeping system by consulting the samples available in the 'Childminding Sample Record Keeping Forms'.
- Complete and return the Voluntary Notification Form to your local CCC.
- If required to do so, register your childminding service with Tusla.
- Register your new childminding business with Revenue.
- Decide on your fee policy and preferred hours of work etc.
- Request that your contact details be included in your local CCC Directory of ELC/SAC Services.
- Participate in organised childcare networks to meet other Childminders.
- Design a flyer and place in your local supermarket, library, parent & toddler group preschool / school etc.
- Place advertisement on social media platforms or in the local newspapers.



## USEFUL CONTACTS

### XXXX County Childcare Committee

Tel:

Email:

Website:

### Local Enterprise Office

Tel:

Website:

### Pre School Services Office

Tusla Child & Family Agency

Tel:

Website:

### Childminding Ireland

9 Bulford Business Campus, Kilcoole,  
Co. Wicklow

Tel: 01 287 8466

Website: [www.childminding.ie](http://www.childminding.ie)

### Planning Office

XXXX County Council,

Tel:

Website:

### Revenue

Tel:

Website:

### Citizens Information Centre

Tel:

Website:

### Department of Employment Affairs and Social Protection

Tel:

Website: [www.welfare.ie](http://www.welfare.ie)



Limerick Childcare Committee  
Croom Mills, Church Rd, Tooreen, Croom, Co. Limerick  
Tel: 061 600 918      Mail: [info@limerickchildcare.ie](mailto:info@limerickchildcare.ie)  
[www.limerickchildcare.ie](http://www.limerickchildcare.ie)