



Childcare
and
Early Years
Service

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Requirements of Registration for a Registered Childminder

What is a Registered Childminder?

Registered Childminding is a childcare service offering care to children aged 0–12 years in the Registered Childminder’s own home.

Requirement to Register as a Childminder

Any person, other than a close relative, who intends to provide a childcare service for children up to the age of 12 years for reward, for a period longer than two hours in any day and more than six days in any year, must be registered under the terms of the Day Care of Children (Jersey) Law, 2002.

This booklet contains information on how to meet the requirements for registration as a Registered Childminder in accordance with this legislation.

For reference: School age and school entry are determined as the school year in which a child is five (from 1 September to 31 August). This differs from the **compulsory** school age detailed in the Education (Jersey) Law 1999 which is:

Compulsory school age

- (1) *For the purposes of this Law, a child is of compulsory school age throughout the period beginning on the first day of the school term in which the child’s fifth birthday falls and ending on 30th June in the school year in which the child attains the age of 16 years, and the terms “below compulsory school age”, “upper limit of compulsory school age” and “over compulsory school age” shall be construed accordingly.*
- (2) *For the purposes of this Article, the following periods in any school year are school terms –*
 - (a) *the period beginning on 1st September and ending on 31st December;*
 - (b) *the period beginning on 1st January and ending on 30th April; and*
 - (c) *the period beginning on 1st May and ending on 31st August.*

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Overview of Contents

Section One provides an overview of how to apply to become a Registered Childminder.

Section Two provides information on the registration of the person (the Childminder).

Section Three provides information about the registration of the premises.

Section Four provides information on Mandatory Training and Registration.

Section Five provides information on other training and professional development.

Next Steps

Although this overview has been provided to support easy reference, the document must be read in full by anyone seeking to become a Registered Childminder after the Pre-registration course has been completed.

Section Six provides information on the required equipment and organisation to meet the needs of the relevant age group of children being cared for.

Section Seven provides information on the records and policies that must be kept by the Registered Childminder.

Section Eight provides information on the Partnership with Parents of children being cared for.

Section Nine provides information on the annual re-registration process.

Section One

1: Making an application for Registration

Following successful completion of the Pre-registration course a certificate will be issued and the Childcare and Early Years Service (CEYS) will be notified.

The application to become a Registered Childminder must be submitted to CEYS (by email or post) within two months of completing the Pre-registration course.

When rented property is used for the purpose of Registered Childminding, written permission must be obtained from the landlord.

CEYS contact the Landlord to obtain this permission when the application to become a Registered Childminder is received and before any other checks are carried out, to avoid unnecessary expense to the applicant.

After permission is granted CEYS will contact the applicant to arrange an appointment for a Disclosure & Barring (DBS) check. At this appointment, it is expected that the applicant and every person from the household age 16 and over will complete their DBS checks, accompanied by the required ID documents, payment and subsequently join the DBS Update Service. The applicant must also submit the Declaration of Health form at this time.

If everyone cannot attend the appointment at the same time a separate appointment can be made.

Appointments are made through:-

Administrator
Childcare and Early Years Services
Education Department
PO Box 142
Jersey
JE4 8QJ
Telephone: 449387
Email: ceys@gov.je

Section Two

2: Registration of the Person

Article 2 (4) (b and c) of the Day Care of Children (Jersey) Law 2002, requires that a person be refused registration if they or anyone living in the premises, is not fit to be in the proximity of children.

The assessment of fitness for anyone applying to be a Registered Childminder, or who will be in proximity of children in a Registered Childminding premises is carried out in the following way.

2:1 Fit Person Checks

Applicants and their partners plus any other person age 16 years and above, who either permanently or temporarily reside in the household, must complete an Enhanced Disclosure and Barring (DBS) check and will be required to join the DBS update service.

This form can only be completed by the person to whom it applies and cannot be completed on behalf of another person.

This is arranged by the CEYS administrator who will contact the applicant after Landlord permission is obtained (if applicable). If the applicant owns their home, the applicant can request an appointment at the same time as sending in their application.

It is the responsibility of the person applying for registration to explain this procedure to any persons who require this check. Instructions on this procedure is given during the Pre-registration course. Please note: There is a cost for this service. Please enquire as to the cost per person when making an appointment.

In addition to submitting a DBS check, the applicant is subject to the following personal checks carried out by CEYS:

2:2 Personal References

- Two written, personal references which seek confirmation of suitability to care for young children;
- The Health Visitor, Children's Service and the Connetable of the Parish in which the person and family reside are consulted for similar information.

2:3 Health Check

- Only the applicant completes a Declaration of Health form. This also includes permission for the Registration Manager to contact the applicant's GP for confirmation of their current suitability to care for young children.
- Included in the statement of health is a declaration that confirms the health of all members of the household who will be in the proximity of children. This must be completed by the applicant Childminder on behalf of the all members of the household.

2:4 Multi Agency Safeguarding Hub (MASH)

Contact is made with MASH to establish any past involvement that may be detrimental to the care of children.

2:5 Maternity Break or Long Term Illness

A Registered Childminder is required to have a break from caring for other people's children when they give birth to their own child. They are required to contact the Registration and Development Officer in order that the Certificate of Registration can be amended to be valid up until their due date.

A certificate of fitness is required from a medical practitioner prior to re-registration following this break. A certificate of fitness is also required following any major surgery or a serious illness.

Section Three

3: Registration of the Premises

Premises and Safety

Article 2 (4) (a) of the Day Care of Children (Jersey) Law 2002 requires that the fitness of the premises used for the care of children must be determined. This section contains information on how this is assessed.

3:1 Indoor Premises

The premises used by a Registered Childminder must be self-contained to the applicant and the family and any others, who have been subject to a fit person check. There must be a telephone on the premises which is maintained in working order at all times that children are being cared for.

The following must also apply:

- Rooms used by children must be heated to a comfortable temperature 65°F/18°C with a thermometer in place to record this;
- The premises must be well ventilated and lit with natural light;
- The premises must be kept in a clean and hygienic condition which includes regular cleaning of floors, carpets, furniture and paintwork;
- Indoor play space must be organised so that it is free from hazards and there is sufficient storage for toys and play equipment which is easily cleaned;
- A separate sleeping room with a cot and an intercom, must be provided for children over six months and under two years of age. Babies under the age of six months must sleep in the main play space within sight of the childminder at all times - this is following health guidance;

- There should be space and furniture for children above the age of two years to have comfortable undisturbed naps, or a rest, during the day

3:2 Outdoor premises

Outdoor play space must be securely enclosed and free from poisonous plants, shrubs and any dangerous items.

Access to ponds and pools must be secured so children can only enter this area under supervision.

3:3 Safety in Registered Premises

The following health and safety practices must be adhered to in the premises used for the purpose of Registered Childminding. A written risk assessment must be completed and submitted as part of the registration and re-registration process.

It is the responsibility of the registered Childminder to make regular safety checks to ensure that these safety standards are met at all times when children are present.

Childminders must review and reflect upon their risk assessment document regularly and ensure that should changes be required, it is updated (and CEYS notified with a copy of the updated document)

The following hazardous activities must not be undertaken when children are being cared for in the home.

- Household improvements such as painting and decorating;
- Any extension to a property or building work which affects any areas children may use;
- Sewing and knitting;
- Laying and lighting an open fire;
- Ironing.

3:4 Pets

Some parents and children welcome pets in the home whereas others do not. It should be noted that some children may have allergic reactions to animals and parents may choose not to use the Registered Childminder's home because of this.

Alternatively it may be necessary to keep pets away from children.

If unusual or exotic pets or known dangerous breeds are kept this may be grounds for refusal of registration.

Dogs must be exercised off the premises and outside play areas kept clear of fouling.

For health reasons cats and dogs must be wormed regularly to avoid risk to children's health. Licking children's faces must also be avoided for this reason.

Children must always wash their hands after handling pets.

3:5 Outings and Use of Transport

It is the responsibility of the Registered Childminder to ensure that children are safe at all times when not in registered premises.

Car seats used in vehicles must be installed in the correct way. It is the responsibility of the Registered Childminder to ensure that regular checks

are undertaken and safe conditions of these items are maintained at all times.

The following must also be taken into account when on outings;

- Young children must not travel in the front of a car unless in a specifically harnessed baby seat and account must be taken of air bags in this case;
- All children should always have a British Standard approved car / booster seat which is appropriate to their age and size;

All vehicles used for outings must be properly insured, licensed and maintained and all drivers must be fully licensed and insured.

A child must never be left alone in a car and First Aid equipment and personal identification must always be carried when not in registered premises.

Children must never be left unattended in a public place, nor left in the care of any person who has not been subject to a fit person check.

3:6 Health and Hygiene

Premises, toys and equipment used by children must be maintained in a safe and clean condition at all times. It is the responsibility of the Registered Childminder to make regular checks on toys and equipment for this purpose.

Safe and hygienic practices with children must be carried out at all times and adequate nappy changing and toilet facilities must be maintained.

Further guidance on safe practices in nappy changing and how to avoid cross contamination is provided by the Environmental Health Infection Control Officer on 445808 or email: environmentalhealth@gov.je

3:7 Smoking

With the increasing evidence of the adverse effects of passive smoking on health, smoking by either the registered childminder or any other person must not occur in the registered premises when children are present.

If your car is used as part of your childminding work this applies to the car too.

Current guidance must always be followed.

Section Four

4: Completing the Registration Process

Training Requirements for Childminders

In accordance with the Article (4) (1) (d) of the Day Care of Children (Jersey) Law 2002, the qualifications to be held by Registered Childminders are given in the sections that follow.

4:1 Quality in Childminding course

The applicant Childminder must complete a basic course of training, together with other designated training detailed below, before they can become registered. This basic course of training is organised through CEYS.

An applicant Childminder has one year to complete all requirements for initial registration which begins on the date of the application being received at CEYS.

4:2 Mandatory Training and updates

In addition to attending the basic course, all applicant Childminders must attend the following training before registration can be completed

Paediatric First Aid

A current and appropriate First Aid qualification must be obtained before registration can be completed. It is the responsibility of the applicant Childminder to organise this training with an approved First Aid trainer.

It is also the responsibility of a Registered Childminder to arrange an update on first aid before the current certificate expires.

Childcare and Early Years Foundation Stage Safeguarding course (six hours)

Applicant Childminders must undertake safeguarding training before becoming registered and this is included in the basic course (Quality in Childminding).

This must be updated annually and could take the form of relevant online or face to face training, setting reviews on policies and procedures or relevant documented research

Food Hygiene Level 2

A current and appropriate Food Hygiene Level 2 qualification must be obtained by any Registered Childminder involved in food preparation including snack before registration can be completed. This must be updated every three years.

Fire Safety

This training is available online, through virtual college and is a requirement for training. This must be completed and is the responsibility of the registered childminder to organise.

When checks given in part one of this document are satisfactorily completed, a Risk Assessment document will be sent to you to complete and return to the department. **You must keep a copy for yourself.**

Once this has been received a visit will be arranged to the premises by the Registration Manager to commence the next part of the registration process.

4:3 First Visit

The purpose of this visit is to:

- Identify the minimum safety requirements that must be in place for the indoor and outdoor premises and any modifications that are needed linked to your written risk assessment;
- Make an assessment as to the maximum numbers of children that can be cared for in each age group; Measurements will be taken and photographs may be used to support this decision; Initially you will be registered for one child for the first six months of registration;

- Discuss the care of children and strategies for dealing with children's behaviour;
- Discuss your policy for safeguarding children;
- Identify the types of toys and equipment that are required for the purpose of registration.

A standard form is used for this process which will link with your Risk Assessment.

The applicant Childminder is required to read and agree to address any outstanding items on this checklist as a condition of final registration.

Should the applicant Childminder live in rented accommodation a letter will be sent to the landlord from CEYS. CEYS will inform the applicant Childminder of the outcome and if agreed can then put in place the items identified at the first visit and continue the application.

Please note if the landlord states that Childminding cannot take place on the premises the application will cease.

4:4 Final Visit

It is the responsibility of the applicant to contact CEYS tel:449387 or by email ceys@gov.je to arrange a final visit for the purpose of registration when all safety items identified are in place and all policies and required training are completed. Additional information will be given to the applicant at this visit.

The following information must be provided by the applicant at this visit:

- Policies detailed in Section seven

The applicant Childminder will be asked to give consent for their details to be included on to the register of Childminders which is held on computer and can be made public upon request. Article 2 (1) Day Care of Children (Jersey) Law 2002

4:5 Certificate of Registration

Upon completion of the required criteria and evidence that Public Liability Insurance has been obtained, the

certificate of registration as a Registered Childminder together with a copy of the Conditions of Registration will be issued.

This certificate will show:

- The name of the Registered Childminder;
- The address of the registered premises;
- The specific number and ages of children that can be cared for at any one time (**excluding their own children**);
- Areas of the home to be registered.

This certificate only applies to the named premises and is valid for a period of six months initially and one year thereafter.

If moving premises it is the responsibility of the Registered Childminder to contact CEYS, **prior** to this event. This is so an assessment of the new premises can be made, contact can be made with the new landlord if appropriate, and a new Risk Assessment completed and submitted to CEYS. Following this a new Certificate and Conditions of Registration will be issued, if Requirements for Registration are met and landlord agreement has been obtained.

Failure to do so means that the person is no longer registered, therefore caring for children illegally.

In accordance with Article 5 (4) of the Day Care of Children (Jersey) Law, 2002 the Certificate of Registration must be displayed in a prominent position in the premises to which it applies.

Under the terms of the Day Care of Children (Jersey) Law, 2002 the Minister has the power to refuse, limit or cancel the registration, should any Registered Childminder fail to comply with Requirements for Registration detailed in this document, or if the premises is seriously inadequate in meeting the needs of children.

Section Five

5: Professional Development and other training

Workshops on childcare are provided by CEYS and like other registered childcare professionals. Registered Childminders are expected to update professional development regularly. This is monitored at annual Re-registration.

5:1 Professional Development

Continuing Professional Development (CPD) can be carried out in the following ways:

- Attendance at a workshop or course;
- Research online;
- Reading childcare related articles, journals, magazines and books;
- Watching a childcare related documentary;
- Reflecting on your own practice following attendance at a CPD session or course and completing a reflective diary;
- Peer observations and discussions about each other's practice.

A record of CPD must be kept and be available at registration visits.

Accredited training in Early Childhood Education and Childcare is available from Highlands College.

CEYS provide a Children's Workforce Training Directory on the gov.je website which includes mandatory training and CPD. This can be accessed through the link below:

<https://www.gov.je/Caring/Children/Childcare/Pages/ChildcareQualifications.aspx>

Section Six

6: Planning to meet the needs of Children and Equipment for Children aged birth - 12 years

Quality Care of Children

The Day Care of Children (Jersey) Law 2002 Article 4 (1) (a) requires that the maximum number of children within the specified age groups, that can be cared for at any one time is determined.

The ability to respond to children as individuals and meet their overall health and welfare needs is dependent on the number of children cared for by one adult.

The importance of responding to children as individuals and encouraging spontaneity must be taken into account when setting up a childcare arrangement.

6:1 Adult /Child Ratio

In the case of Registered Childminding this calculation includes the carers own children and any they may be fostering in their own home.

The following information gives the ages and number of children that can be cared for at any one time which includes your own:

- The maximum number of children under the age of school entry that can be cared for at any one time is **three; (your own children must be included in this calculation);**
- School entry is determined as the school year in which a child is five (from 1 September to 31 August);
- Of this total of three children, which includes the registered childminder's own children, not more than **one child must be under the age of 18 months;**
- If there is a total of **two** children, which includes the registered childminder's own children, not more than **one child must be under the age of 12 months;**
- No more than **six children under the age of 12 years**, which includes the Registered

Childminder's own children, may be in the care of a Registered Childminder at any one time. Of this total no more than **three children** can be under the age of school entry, and includes the Childminder's own children in the calculation;

- **Your certificate will show the number and ages of children which you will be registered for and will not include your own children (or any which live with you).**

6.2 Space requirements

- The playspace required for each child is a minimum of 2.7 square meters;
- The areas which are measured for play space are those where play will take place;
- Bedrooms will not be included in this calculation;
- This space does not include any fixed furniture, sofas, large occasional tables or large pieces of furniture;
- **If a Registered Childminder wishes to care for children below the age of school entry together with children of school age, separate play spaces must**

be available to meet the health, safety and welfare needs of all children.

6:3 Relationships Adults and Children

The Registered Childminder must provide opportunities to build a friendly and approachable relationship where children talk and adults listen, so children can learn that their comments and questions are valued by the adult.

The Registered Childminder must accept all that the individual child and their family bring to the care arrangement, for example;

- Race, culture and religion;
- Gender;
- Family background;
- The language spoken;
- Individual temperament of the child.

Developing children's positive self-esteem is important in the early years of life.

When children express strong emotion, for example, anger or distress, either to the carer or other children, these should be accepted rather than rejected.

Adults can help children deal with these strong emotions they have expressed.

Children learn to talk about and deal with their strong feelings when supported by the adult.

6:4 Planning of Activities and Routine

Organisation and planning is essential to good childcare arrangements. Examples of this are;

- Forward planning of activities which take into account observations to identify the individual needs and stages of development of each child;
- A quiet time for relaxing as well as opportunities for stimulation, exercise and physical activity;

- Regular household activities which can provide a model for children to imitate as part of their normal development, but that are not potentially dangerous to children.

The daily routine should not be so rigid that it excludes spontaneous activities when the opportunities arise.

The following sections provide information on activities and routines for children up to the age of 12 years in accordance with the age groups of the children.

6:5 Babies and Toddlers

The following gives a summary of the minimum requirements for babies and toddlers:

i) Babies

Children without language will use crying to communicate, so a child must not be left crying for long periods of time without the adult responding to their needs.

Bottle feeding is a time when the adult and child can have time together.

Young children must not be left to bottle feed themselves. A child who is able to hold a bottle is usually ready for the transition to a feeding cup.

Next to physical care, children need to be spoken with, to encourage their language development and must be given opportunities for this.

Babies and crawlers must have appropriate items to look at, listen to, touch and explore for example;

- Mobiles;
- Suspended moving objects which catch the light;
- Balls;
- Blocks;
- Activity centre;
- Rattles;

- Baby mirrors;
- Objects tied to curtain rings or sewn onto cushions or firm material;
- Objects suspended on strong elastic such as balloons, foil dishes, socks stuffed with paper;
- Things to cuddle such as rag dolls, teddies and soft toys (preferably their own);
- Sounds to listen to such as voices, musical toys and simple instruments;
- Toys that roll and make a noise;
- Push and pull toys;
- Simple posting boxes;
- Strong thick books.

Seated babies from around six months to crawling can explore a Treasure Basket. A Treasure Basket is a strong basket made from solid wicker and contains safe everyday items for children's exploration.

Information on the contents and use of a Treasure Basket can be obtained from CEYS telephone 449387 or by email ceys@gov.ie

Baby walkers or door bouncers must not be used with children, as research shows they can interfere with normal development.

ii) Toddlers

When children become confidently mobile and gain their independence they are constantly exploring their environment.

A range of safe opportunities must be provided to meet this normal stage of development. Due to the short concentration span of children in this age group these must be exchanged on a frequent basis.

Equipment which may be important to the development needs of the older child can be a danger to a toddler, so must be

carefully assessed especially when mixed age groups are cared for.

The development of language is important to this age range. Encouraging children to speak is best done through providing a good model by using the correct words and repeating this version.

Correcting any errors in the child's first attempts is not appropriate.

It is also a stage of development where children like to empty or fill containers, or put one item into another and contents of the cupboards are often used for this purpose.

Children will also explore their environment through their senses, which is usually the mouth or hands, so regular checks must be made on the safety and cleanliness of items within reach.

The following are examples of items for play and learning which are essential for this age group;

- A selection of durable books;
- Simple jigsaws;
- Dressing up clothes and home corner items, for example hats, scarves, shoes, beads and bags, soft drapes or items of clothing;
- Climbing and swinging equipment
- Cars and lorries
- Non toxic crayons, paint and paper;
- Sit 'n' ride toys;
- Play tunnels;
- Sand and water play, under supervision;
- Simple musical instruments;
- Singing with adults or dancing to music;
- Bricks and safe cuddly toys;
- Posting boxes;
- Clean empty boxes;
- Heuristic play.

Information on Heuristic Play, which uses similar natural items as the Treasure Basket, from CEYS email ceys@gov.ie

Children will also enjoy imitating and helping adults in simple household tasks.

6:6 Meeting the Needs of the Pre-School Child

The development of language and thinking is an important stage of development for the Pre-school child. The Registered Childminder must provide opportunities to meet this need, for example;

- Regular times where children can talk and adults listen;
- Open ended questions;
- Ongoing conversations between adults and children;
- A good selection of books which include images of children and adults from a variety of races and cultures. These are available on loan from the States of Jersey Library.
- Adults reading with children;
- Hand and finger puppets for imaginative story telling;
- Songs and rhymes;
- Jigsaws, games and other table top activities.

Prolonged use of television and IT equipment is inappropriate for children under five years of age.

A selection of materials to encourage the independent development of writing must also be available, for example;

- Paper;
- Crayons, pens and pencils of different sizes dependent on the age of the children.

Children must have opportunity for creative experience, for example;

- Painting and drawing, finger painting, sponge and other printing (such as potato), crayons, chalks and pencils;
- Collage and junk modelling with normal household junk such as packets and empty cartons;
- Wet and dry sand play with scoops, spades, buckets, rakes, plastic vehicles;

- Water play with assorted containers and for a variety of purposes;
- Homemade playdough in a variety of colours and textures with cutting equipment;

Fabrics and other natural materials, such as, earth, peat, cork, shells, leaves and twigs, will provide different experience of colours, textures and other properties.

Polystyrene must not be used with young children due to the dangers of inhalation and non-detection on X ray. All materials used in creative activities must be nontoxic.

Children must not be left unsupervised during water play activities.

Through imaginative play, children have the opportunity to explore their own feelings and those of others by recreating every day experiences. This is possible through the provision of a range of props, for example;

- Dressing up clothes for many roles and occasions;
- A variety of miniature household items of equipment, such as cooker, sink, child sized bed, tea set, broom, brush, telephone;
- Prams and buggies with dolls, clothes, cribs and caring equipment;
- Covers or sheets to create 'hiding places'.

Opportunities for smaller imaginative play experiences can be provided through the availability of;

- A farm, with animals;
- Garage and a variety of vehicles of different sizes;
- Floor mats with farm or road layout;
- Simple train sets;
- Large wooden or plastic bricks.

Children must have opportunities to listen to music and sounds. This can be achieved through access to;

- Simple musical instruments;

- Singing with an adult;
- Finger rhymes and action songs;
- Dancing;
- Listening to music with an adult.

Research has shown that continuous loud music can interfere with language development so a careful assessment must be made on the value of loud background music or television.

Activities must be provided which will assist both small and large muscle development. Climbing activities teach children balance and spatial relationships and include activities to aid the understanding of up, on, over, under and through, for example:

- Climbing frame and slide;
- Tunnel, play barrel, or tyres;
- Push and pull along toys;
- Large and small blocks for building;
- Bikes and other riding equipment which should be appropriate to the age and size of the child;
- Balls
- Small bean bags, which will provide opportunities for throwing and catching when it is not possible to use balls;
- Painting with a paint brush and water or paint, or washing with a mop or cloth, which can provide an alternative outdoor experience.

Outdoor and vigorous play experiences must be provided for children throughout the year. If these cannot be made available in the home, there are many parks, playgrounds and indoor play areas in Jersey for this purpose.

Curiosity and children's understanding are developed by the opportunity to handle and explore various materials to learn about their properties, examples of these are:

- Magnets;
- Magnifying glasses and lenses;
- Mirrors, torches, kaleidoscopes;
- Scales and balances;
- Living and growing things to include those which can be eaten, such as tomatoes and cress;

- Variety of cooking and baking experiences.

Concepts that are developed in the early years are essential to later learning in schools.

Prolonged use of workbooks, worksheets and other filling and colouring in activities are not appropriate to young children's development.

Children must be included as far as possible in the normal routine of activities outside the home, examples are:

- Shopping;
- Visits to relatives and neighbours;
- Beaches and similar walking activities.

Children should also have the opportunity to mix with other children, for example:

- Parent and toddler groups;
- Registered Childminding groups;

Whilst it is a great advantage for children to be taken on outings, too many visits can be disrupting to the child, who may not have sufficient time for constructive play. Also, long periods of the day can be spent in the car.

The Registered Childminder must plan for the equipment and experiences, which are to be provided for children in their care. This planning will be discussed at pop in and re-registration visits.

Observing children, and noting how they use materials and the interests and skills they have, should be shared with parents, and can be used for future planning. This should provide a balance between active and quiet times, but also between adult directed and child centered activities. It is expected that Childminders will complete written observations and assessment on children's development and use these to plan experiences and activities to meet children's individual needs.

The Registered Childminder must encourage independence appropriate to each child's level of development. This can be achieved by providing opportunities to practice self-help skills such as;

- Pouring out own drinks;
- Setting the table at mealtimes
- Serving own meal or snack;
- Wiping up spills at mealtimes;
- Dressing / undressing;
- Toileting;
- Picking up and putting away toys;
- Hand washing.

To help with clearing away toys, containers should be labelled with both the words and a picture that describe the contents, which also helps in word recognition.

If the containers are located at child level, not only can children have access to them for the purpose of clearing up, but this can also assist children's independence in the selection of toys.

Children can make the transition to school more easily if they are self-confident and independent.

The following list provides examples of opportunities that must be provided so that children can develop self-confidence and independence in preparation for school entry, at around the age of four years;

- Be able to dress and undress on their own;
- Use the toilet properly on their own;
- Have independent eating habits;
- Are able to share toys and tidy them away;
- Can make patterns using crayons, paints and pencils;
- Can recognise labels, names and signs;
- Can recognise their own name (with only the first letter as a capital);
- Can do jigsaws and other table top games to improve hand eye co-ordination.

6:7 School Age Care

The school age child must have their increased level of independence

respected. This will be shown by having a different routine to that of the pre-school child.

They should be made welcome and comfortable at the end of the school day, or during holiday time. This can be best achieved by giving attention to the following:

6:8 Snacks and Meals

A substantial snack must be provided for children arriving from school, which should be planned in conjunction with parents.

In accordance with age, children should participate in the preparation of this snack.

6:9 Homework

A written agreement must be made with parents as to whether homework is to be undertaken whilst in the Registered Childminder's home. In this event the following must be provided;

- A quiet area away from household noise;
- An area for writing;

Support for homework must only be provided in accordance with an agreement with parents.

6:10 Cosy Opt Out Place

A quiet and comfortable place must be available to the child who may wish to relax or talk after the school day. The Registered Childminder must be available to listen and talk should the child have any concerns that may have occurred during the day.

6:11 Play Experiences

School age children will require equipment and experiences that reflect their age and interests. Some equipment which is used for the Pre-school child will not be appropriate to them.

The following play opportunities must be provided for school age children, both after school and during school holidays;

- Paint, brushes, paper, pencils and crayons;
- Modelling clay or similar creative materials;
- Assorted creative design kits;
- Open ended materials (loose parts)
- Construction activities appropriate for the age of the school age child
- Opportunities for imaginary play, both in and outdoors, with equipment to support this;
- C.D. or equivalent for playing music of their choice;
- Board and other games;
- Opportunities to make dens and hideaway places;
- Opportunities for cooking and baking.

6:12 Outdoor Play

Outdoor play activities must be provided for children such as ball or similar vigorous play.

In the event of the Registered Childminder choosing to allow the children in their care to play outdoors in the vicinity of the Registered Childminder's home the following **must** apply;

- Written authorisation is to be obtained from parent or guardian;
- An agreement in writing about what the boundaries of the vicinity are;
- Written permission about being able to enter the homes of friends within this vicinity;
- Written permission for playing with other children in the vicinity;

- Written permission must be obtained for unaccompanied children to visit local shops in the vicinity.

The ages at which children are aware of road safety must be taken into account when agreeing to these independent activities.

School age children must not be given responsibility for pre-school children at any time.

Section 7

7: Records and Policies

Article 4 (1) (c) of the Day Care of Children (Jersey) Law, 2002 requires records and information to be kept on children in registered provision.

The following section provides details of records and policies to be kept.

7:1 Child's Personal Record

Registered Childminders must keep a personal record on each child in their care containing;

- Child's full name;
- Name by which the child is known, both first and second names
- Date of Birth;
- Home address, telephone number and email if appropriate;
- Parents work address and contact number;
- Any alternative contact name, address and telephone number given by parents for emergencies;
- Written details and signed permissions on persons who may collect the child other than the parent;
- the name and contact details of who has parental responsibility;
- any information on court orders regarding access;
- Name and telephone number of the child's own doctor;
- Name of health visitor if known;
- Details of any allergies or special dietary requirements;
- A record of immunisations and any medical requirements.

A separate record must be kept of children attending each day to include their date of birth, and the hours they arrive and leave daily.

These records are inspected at each visit to the premises by officers of the Childcare and Early Years Service.

7:2 Written Parental Agreement and Information on Children

Written information must be obtained on each child, which details the care arrangement between the parent / guardian and the Registered Childminder.

This must include;

- Any special names by which the child is known or phrases used;
- Any special comforter, toys or methods of comforting when the child is distressed;
- An agreement on illness and alternative care;
- Any special arrangements for care throughout the day, or in the event of an emergency with the Registered Childminder;
- An agreement on the provision of food.
- Any special arrangements for management of behaviour.

7:3 Written Parental Permissions

Written parental permission must be obtained for each child with regard to:

- Administration of medication;
- Outings;
- Use of vehicles for outings;
- Applying sun cream;
- Taking photographs or video / dvd, use of social media
- Back up childcare if applicable
- Keeping records and information on children on an electronic device – e.g. a computer, I pad.

7:4 Recording and Administration of Medication

Only prescribed medication or treatment can be given by a Registered Childminder, and this is at the written request of the parent / guardian. Storage of any medication must be according to the medication instructions.

The medication must be for the named child. It must be in the original pharmacist's bottle or package and in date.

Administration must be recorded in a medication log with the parent / carers' signature and Registered Childminder's signature on each occasion.

7:5 Recording Accidents/Incidents

All accidents that occur during the hours of care must be recorded in an appropriate format to include

- Full name of the child;
- Date of the accident / incident;
- Time of occurrence with a clear description of the event;
- Action taken;
- Signature of the registered childminder together with full name;
- Signature of the parent and date of signature.

Parents must be informed of any accident or incident before the child leaves the carer, this includes dropping off at a venue other than the registered childminder's home, with the parent / guardian's signature.

Information to be obtained from parents regarding any accidents which have occurred since the child was last at the registered childminder's and recorded and signed by the parent.

Completed accident records must be retained and made available for inspection.

This information should also contribute to the regular health and safety audits and assessments.

Any serious/ notifiable accidents must be documented on the appropriate form and sent to CEYS by post or email ceys@gov.je You must also notify your insurance company. You must keep a record for inspection at registration visits or by any other relevant agencies who may require this as part of an investigation.

This information should also contribute to regular health and safety audits and assessments.

These records must be retained for the agreed retention period, as documented in the 'Records Management for Registered Childminders' Schedule, which documents how you must retain certain documents and for how long.

7:6 Managing Children's Behaviour

Through understanding the limits of young children's ability to wait, share, perform certain activities and cope with the pressures of being with other children, Registered Childminders can be aware of potential problems.

Children respond well to;

- Managing their own activities;
- A warm caring environment;
- Achievement and effort which is rewarded and encouraged;

Any sanctions applied in the case of unacceptable behaviour must take into account the individual child's age and stage of development, for example, with an older child with adequate language skills:

- An explanation given at the time relevant to the action or actions;
- Applied in a fair way.

The child must always be told why his / her behaviour is not acceptable and the reasons.

With careful planning of the day and simple rules, which can be understood by children and consistently applied by the adult who cares for them, problems in managing behaviour can be avoided.

In situations where conflict is anticipated, positive techniques of guidance must be used; for example re-direction by distraction onto another activity.

Under no circumstances must physical punishment be used nor any practice which frightens or humiliates children.

This includes;

- Periods of “time out” for toddlers;
- Force feeding, such as forcing food into a child’s mouth when they are reluctant to eat;
- Use of the “naughty” chair;
- Standing in a corner
- Smacking
- Being asked to think about what they have done (with young children)

Workshops are available to develop the skills of managing behaviour in a positive way.

7:7 Policy on Exclusion after illness and Alternative care

A procedure for dealing with illness and alternative care must be agreed with parents and recorded at the time of making the childcare arrangement and include;

- The circumstances under which a sick child will be accepted;
- Arrangements to be made by the parents if the Registered Childminder or his / her family are sick;
- Alternatives in the event of being unable to continue the care arrangement, due to pregnancy or home improvement.

If a child contracts a contagious disease whilst in the care of a Registered Childminder, the parents of the other children with whom the child has contact must be informed and the child in question excluded from the care until not contagious.

If children become ill, or start running a high temperature, parents must be contacted immediately.

Information on periods of exclusion following illness is available from the **Infection Control Officer on 445808 or email: environmentalhealth@gov.je**

7:8 Safeguarding and Child Protection

Like all registered providers in Jersey each Registered Childminder must have a clear written policy for Safeguarding, detailing how they will keep children safe and what they will do in the event of concerns which could be child abuse.

This must be kept up to date with current information and procedures.

Parents must be advised that certain procedures must be followed, which include making contact with the Multi Agency Safeguarding Hub (MASH) or following the Early Help process if applicable.

In the event of suspicious injury to children, concerns must be referred to The Multi Agency Safeguarding Hub (MASH) on telephone 449213.

Should a concern be reported to MASH about a child in your care or a concern about your practice you will become part of the investigation. In such situations

CEYS must be notified by the Registered Childminder as soon as possible. Please be aware CEYS will become part of the investigation process with MASH and it may be required that your registration as a Registered Childminder may need to be suspended until the outcome of the investigation.

Should any investigation take place involving a child in your care you must enable the relevant agencies involved to have access to your premises and records.

All records and policies must be kept up to date and made available for inspection by the relevant officers at any time.

Section Eight

8: Partnership with Parents

Parents and Registered Childminder

Parents are the main carers and educators of their children, so experience in the Registered Childminders home should complement home life as much as possible. The information in the following sections is in support of setting up an arrangement that acknowledges this.

8:1 Agreement between Parent and Registered Childminder

There must be a clear written agreement between the parents and Registered Childminder about expectations in the childcare arrangement, for example;

- The expected length of the placement of the child;
- Any changes in the arrangement;
- A settling in period; parental attitudes to use of television, sleep patterns or toilet training;
- Agreed strategies for behaviour management
- Plans for Pre-school or school;

Parents often have concerns that their children may become over attached to the Registered Childminder; especially in a full time arrangement. Regular discussion and sharing of experiences will help to avoid this concern.

Use of a travelling diary, which is used by parent and carer, is useful in supporting the arrangement.

8:2 Settling in Policy

It is natural for a child to feel insecure when he / she is left in the care of a new adult, and can show this through being distressed or withdrawn.

It is a difficult time for parents.

Distress for the child and parent can be avoided by having a planned settling in period, for example:

- Visiting the child in their own home;
- Gradually increasing the time that a child is left without the parent being present over the course of a week or more;
- The parent saying goodbye properly rather than slipping away unobtrusively;
- Reassurance to the tearful child that the parent will be coming back;
- The parent leaving a personal item with the child;
- Having a special toy which the child links with parents and home.

To reassure the parents that the child is happy with the Registered Childminder, there should be an open invitation to make contact at any time during the day.

Good communication about the arrangements from the time of the first visit will not only reassure parents, but avoid a breakdown in the partnership that can result in the child moving onto another carer.

8:3 Supporting Parental Subsidy

The Registered Childminder is required to provide details of the financial arrangement for other States Departments, so that parents are able to obtain their rightful claims to subsidy such as tax relief.

Section Nine

9: Annual Re Registration

Article 11 of the Day Care of Children (Jersey) Law, 2002, gives officers of CEYS the right to enter registered provision at any reasonable time, subject to proof of authority, for the purpose of inspection.

When these unannounced visits are carried out the following will be inspected

- Premises;
- The care of children;
- Arrangements for the welfare of children;
- Records on children;

An application must be made for Re-registration on an annual basis.

9:1 Re-registration Process

The procedure for annual Re-registration is as follows:

1. The Registered Childminder is sent an application form which must be emailed or posted to the administrator of CEYS, by the required date.
2. Included in the application for Re-registration is a Personal Declaration of continuing “fitness”
3. The Registered Childminder must complete a self-evaluation process to ascertain that the Requirements for Registration continue to be met. This exercise will follow a specific focus each year.
4. Reflection on the previous year’s improvement on past best plan, must be evaluated and actions for improvements for the forthcoming year must also be completed and returned with the application to be re-registered.
5. Parents using the services of a Registered Childminder are consulted as part of the re-registration process.

9:2 Assessment visit for Re-registration

CEYS will visit the registered provision for the purpose of determining whether re-registration can be recommended.

The following information is obtained as part of that assessment.

- Premises are inspected for “fitness” in accordance with section three of this document;
- Records and policies for children and parents are assessed in accordance with section seven and eight of this document;
- The adequacy of equipment is assessed, which includes written evidence of risk assessment together with health and safety checks;
- Organisation and planning for the development, health and welfare of children is assessed on the basis of observation of practice, checking written observation and planning records and recorded information in accordance with section six of this document.

9:3 Conclusion of the Assessment Process

At the conclusion of the assessment visit, feedback will be given to the Registered Childminder, which will include;

1. Feedback on information gathered during the re-registration audit;
2. Issues identified for action will be discussed and a timescale for addressing them agreed;

3. Feedback on the consultation with parents, this is usually emailed before the visit.

Information discussed at the feedback is included in the visit notebook which the Registered Childminder is required to read and sign.

The issues for action and the agreed time scale, plus any advice given on practice will be detailed in the re-registration report.

A copy of the report is issued together with a new certificate of registration.

9:4 Extension of Registration

If any issues identified during the re-registration process are of such a nature that re-registration cannot be recommended, the current certificate may be extended for an agreed period of time.

If at the end of the agreed period of extended registration, issues are still outstanding, this may result in refusal of registration. The issues will be taken to a panel to assess.

9:5 Contraventions of Requirements for Registration

When there is persistent contravention or non-compliance with agreed issues for action at annual re-registration or at any other time this can result in a refusal of re-registration.

Issues will be taken to a panel for assessment, which may result in an action plan which is time bound. Alternatively in serious situations or when persistent contravention or non-compliance occurs the issue will be taken to the Minister for Education who may refuse registration or withdraw the certificate for Registration.

In the event of it appearing that a child is suffering, or is likely to suffer significant harm within a registered premises, cancellation of registration will take immediate effect.

9:6 Complaints

In the event of CEYS receiving information about alleged contravention or non-compliance of the 'Requirements for Registration', or that the care of children is unsatisfactory, officers of the Minister are required to investigate these allegations.

The Minister's procedure, which officers are required to follow, is published on the gov.je website: www.gov.je/Caring/Children/Childcare/Pages/ComplimentsConcernsComplaints.aspx

9:7 Unannounced and Follow up Visits

Unannounced visits outside of the re-registration visit are for the purpose of;

- Following up issues for action within the agreed timescale on the re-registration report;
- To ensure re-registration requirements continue to be met.

The assessment for re-registration requirements and unannounced visits are carried out by officers of CEYS. Telephone 449387 or email infoccr@gov.je

Officers at CEYS are available at all times for advice and support in meeting the Requirements for Registration found in this document.

Workshops are also organised through the Education Department to support good practice with children.