

Policies and Procedures
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1 Partnership

Policy Statement

I, Kathleen Bell, aim to work in partnership with parents and guardians to meet the individual needs of their children.

All children and adults are treated with equal concern and consideration and are made to feel welcome in my home.

How I put this into practice

I keep up-to-date about working in partnership with parents and guardians and with relevant legislation. I do this by undertaking regular training and by reading relevant publications. All parents receive a copy of my policies and procedures, which detail how I run my childminding setting. I draw up and sign a contract with parents/guardians before the placement starts which details the expectations of the care provision – i.e. activities and business arrangements. The contract is signed by all parties and a copy is given to the carers and any other party involved in the financial arrangements. I issue receipts for all monies received. The contract is reviewed every 6 months or when circumstances change.

Wherever possible I will work with parents/guardians to meet their requests for the care of the children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, hair and skin care etc are respected as detailed in my equal opportunities policy.

Records of requirements agreed are kept along with the child's record forms. These records are revisited and updated during regular reviews with parents/guardians.

I will notify all parents in advance when I am to be inspected by the Care Commission so that parents/guardians can contribute their views if they wish.

I keep parents regularly informed about my daily routines and childcare practices and share information about the children via a daily diary which stays with the child and is shared with the parents. I also encourage parents to write comments in the diary as well. Parents also receive a monthly newsletter.

I maintain a record of parent(s)' and emergency contact's contact details, details for the child's GP and appropriate signed consent forms. All details will be kept confidential and records kept secure.

I will aim to work around broad themes, e.g. Weather or On The Farm, As such our activities like crafts, music and movement will be planned around these themes. I

invite parents to give suggestions for the themes especially if it can tie in with something the child is interested in at home or has done with the family.

I collect photographs of the children engaging in activities in a number of scrapbooks. These are available for parents to look at at anytime – along with pictures and crafts which the children have done. Most of the children's creations will be sent home of course!

Children will only be released from my care to the parent(s)/guardian(s) or a named, authorised individual. A password might be used to confirm their identity if the person collecting the child is not previously known to me.

I expect parents to keep me informed of any changes in the child's home arrangements, care arrangements or any other change which might effect the child's behaviour such as a new baby, separation, divorce or a bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

I offer regular review meetings with parents to discuss their child's care, education and any issues or concerns. These meetings will either be in person or on the telephone when the child is out of earshot. If I do not share the same first language as the parents I will take whatever action necessary to facilitate effective communication.

I work together with parents to make sure the care of their child is consistent. A consistent approach benefits the child's welfare and ensures the child is not confused.

All complaints will be appropriately investigated, please see my complaints procedure.

All significant incidents are recorded in an accident/incident book and will be shared with parents so we can work together to resolve any issues.

2

Smoking

My home operates and no-smoking policy anywhere in the home in accordance with Scottish Law.

In addition I will not take the children into any home or premises in which smoking is allowed, regardless of whether smoking occurs at home.

3 Accident and Incident

Policy Statement

I, Kathleen Bell, am committed to ensuring that children are kept safe while they are in my care.

I have risk assessed my home and it has been inspected by the Care Commission. I also regularly review, update and practice safety routines.

As a registered childminder I am required by law to have a valid first aid certificate which is displayed in the hall. I can administer basic first aid and my first aid box is clearly labeled and easily accessible.

I hold written permission from parents to get emergency treatment from their child if it is needed.

How I put it into practice

If there is an accident:

- First, I will reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe where they can be seen.
- Then, if possible, I will deal with the accident. If not, I will ring 999 for help.
- If I have to accompany or take a child to hospital, I will either take the other children with me, or call my emergency back-up cover. This will be another registered childminder who will be known to you and is named below.

If there is an accident or emergency, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

If I manage to deal with the accident myself, then I will tell the parents immediately.

If I accompany or take a child to hospital, I will contact the parents and ask them to meet me at the hospital.

If I have the accident then I will contact my emergency back-up people.

I will do my best, at all times to make sure the children in my care are safe, reassured and calm.

4
Health and Safety

Policy Statement

I, Kathleen Bell, view the health and safety of the children in my care as of paramount importance.

To this end I will make every effort to ensure that:

- ✓ My home is a safe environment for children.
- ✓ The premises are hygienic and in a good state of decoration and repair.
- ✓ The non smoking policy is adhered to.
- ✓ Furniture and equipment is clean and well maintained.
- ✓ Toys are age-appropriate, clean and in a good state of repair.
- ✓ All required reporting procedures are in place.
- ✓ Measures are taken to control the spread of infection.
- ✓ Food is prepared in hygienic premises.
- ✓ Meals are appropriate to the age and requirements of the child.
- ✓ Regular Fire Drills are held.

How I put it into practice

Health

I have read and am familiar with Stirling Council's "Guide to food hygiene at nurseries, playgroups and out of school hours care facilities"

When preparing food with children I will ensure the ingredients are healthy and nutritious, promoting and aiding their understanding of a well-balanced diet.

Children will have the opportunity to play in the fresh air throughout the year - either in my own garden or one of the many parks nearby. This will also offer opportunities to discuss and practice good road sense.

I will take the children into the supermarkets and local shops to promote discussion and awareness of healthy food and where it comes from.

The pets in my home are safe to be around children and do not pose a health risk to the children. However children will not be left unsupervised with the cats.

Cuts or open sores originating from home must be covered with a protective dressing. Details of such injuries will be recorded when your child is dropped off into my care. The record will be signed by both myself and the person dropping off the child.

Where minded child is on short-term medication it is preferred that the medicine is administered at home. When this is not convenient I required a parent's permission to give medication. The medicine must be in its original container with clear instructions. I will record and sign each time I administer a dose of the medication.

My first aid box will remain clean, fully stocked and replaced as needed. Sterile items will remain in their original packaging until required. An accident form will be completed after any accident. Parents must sign and date this upon collecting their child.

All medicines and cleaning products are stored securely in the kitchen.

Written parental consent is obtained at the start of a placement to seek emergency medical treatment that may be needed in the future while the child is in my care.

Hygiene and Infection Control

The toys and equipment in my home are always in suitable state of cleanliness.

When changing nappies I will wear Non-Latex Gloves and a disposable apron. Nappies will be disposed of in a nappy sack along with the gloves and apron. I will wipe down the changing mat with an anti bacterial spray after each change as well as wash my own hands and use an alcohol rub.

Parents will be asked to provide their own nappies/pull ups for their child.

I am happy to use reusable nappies but I expect parents to bring them pre-folded, pre-stuffed etc and to provide a nappy bucket or bag in which to store soiled nappies.

Hands will be washed with soap after toileting, touching animals or messy play and before eating and drinking.

The cat's litter tray is lidded. Soiled litter will be disposed of immediately and my hands washed thoroughly after doing so.

A box of tissues and a packet of wipes will always be at hand. Children will be encouraged to wipe and blow their own noses when necessary. Children will be encouraged to cover their mouths when coughing. Soiled tissues will be disposed of immediately after use.

Any spills of blood, vomit, urine and faeces will be cleaned up with antibacterial wipes where suitable and flushed down the toilet, or disinfectant and a cloth which will be washed on a high temperature wash. Disposable gloves will always

be worn when dealing with spills of bodily fluids. Floors and other soiled areas will be cleaned using anti-bacterial bleach or cleaner according to the surface and the instructions. Soiled clothing will be rinsed and placed in bag to be taken home. All surfaces will be wiped daily with an appropriate cleaning agent and different cloths will be used for kitchen and bathroom areas.

Raw food, vegetables and cooked food will be prepared on separate chopping boards. Waste will be disposed of in a bin out of the children's reach. After touching raw food I will wash my hands thoroughly before handling any more food.

Any food or drink which requires heating will then be served immediately and will not be left standing out. Children in my care will not be offered left overs.

Touch

No physical punishment will be given to any child whilst in my care.

The three main types of contact are:

- Nurturing which includes hugs, non-intimate kisses, hand holding, gentle tickling and carry cuddling. This type of contact will only be given if the child is comfortable with it.
- Safety and Guidance which includes restraining children from harmful situations, separating children who are in physical conflict, directing children by gently leading them and administering first aid.
- Hygiene which includes washing of hands and faces, assisting with toileting (according to the age and ability of the child) nappy changing, examining injuries, nose blowing and assisting with any necessary clothing changes (according to the age and ability of the child).

Sick Children

I will not look after children who are ill. This is because my own family, your child, other minded children and I will suffer in terms of health, well-being and safety. If your child is ill, or showing signs of it or your child is in anyway unable to participate in our normal routine please do not bring them to me for care.

When a child arrives, they will be checked for visible signs of illness. If they become poorly within my care and need to be collected I expect a parent to arrive as soon as possible after my telephoning. If a parent cannot be reached or does not arrive promptly, their emergency contact will be called and asked to collect the child instead.

For the benefit of other minded children, my family and myself, a sick child will not be allowed to return to my care until 24 hours after their condition has returned to normal.

If you are unsure whether to bring a child please ring me to discuss the matter. Allergies and non-communicable illnesses do not require exclusions. In the case of head lice a child will be excluded until treated to prevent infecting others – please see my headlice policy.

I follow guidelines from www.nhs.uk regarding exclusion periods for communicable diseases such as chicken pox. I will provide parents with this information should they require explanation of an exclusion period if their child has a communicable disease.

Diet

All meals, snacks and drinks provided will be nutritious and well balanced avoiding large quantities of fat, sugar, salt and additives. Meals are planned in advance – a meal plan will be available for parents to examine – and food served is fresh. Fresh drinking water is always available. I welcome input for parents regarding recipes they have tried and advice regarding their child's particular likes and dislikes.

Equal Opportunities

Policy

I will make sure that I actively promote equality of opportunity and anti discriminatory practices for all children. I will make sure that I treat all children with equal concern and respect.

How I put this into practice

I welcome and will stay up-to-date with legislation and codes of practice produced by appropriate agencies e.g. The Equal Opportunities Commission.

I value and respect different racial origins, religions, cultures and languages in a multi ethnic society. Each child will be valued as an individual without any form of stereotyping, nor will I discriminate against children or parents on the grounds of disability, sexual orientation, age, family status, HIV/AIDS status or socio-economic status.

I provide equal chances for each child to learn and develop to their full potential taking into account each child's age, developmental stage, gender, ethnicity, home language and ability.

I provide and make sure that all children in my care have access to books, puzzles and other toys which will provide positive images and examples of the diversity of life in our society.

I challenge racist and discriminatory remarks, attitudes and behaviour from the children in my care.

I will always help children to feel good about themselves and others by celebrating the differences which make us all unique

6 Complaints

Policy

As a registered childminder I aim to work in close partnership with all parents, to meet the needs of their children.

If there is any aspect of my service you are not happy with please would you bring it to my attention. This would probably be verbally and every effort will be made to resolve the issue through frank and open discussion. If you prefer, you can put the complaint formally in writing or by email to me.

I am regulated by the Scottish Commission for the Regulation of Care (or the Care Commission). If you wish to make a complaint to them about any aspect of my care you can:

- Telephone any of the Regional Offices or the Headquarters.
- Write to any of the Regional Offices or Headquarters.
- Visit any of the Offices.
- Fill in a complaints form online at <http://www.carecommission.com/>.
- Fax the Care Commission.

For advice you can telephone the body with which I am registered – the SCMA (Scottish Childminding Association).

I will keep a record of any complaints. Should any parents wish to look at these records I will be able to show them the following information.

- Nature of the complaint.
- Date and time of the complaint.
- Action taken in response to the complaint.
- The outcome of the complaint investigation (for example, ways the service has improved).
- Details of the information and findings that were given to the person making the complaint (which should have been provided to them within 28 days), including any action taken.

No identifying information will be shown to other parents, however I may be asked for this information by the Care Commission.

Records will be kept for 10 years.

7 Confidentiality

Policy

All information on children and their families is kept securely and treated in confidence. Information will only be shared with the appropriate permission, or if there appears to be a child protection issue.

How I put this into practice

I will keep all written records securely in a locked room where they will be easily accessible when required.

All information shared will be kept confidential and will not be disclosed the parents permission except where required by law for example where there appears to be a child protection issue (please see my child protection policy).

Parents have the right to inspect my records on their family and child at anytime.

All accidents are recorded in an accident log and incidents in an incident log. All accidents will be reported to my insurance provider however trivial to enable a claim number to be allocated. This information will be shared with parents so we can work together to resolve any issues.

8 Child Protection

Policy

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it following the Care Commission and SCMA's guidelines. The relevant local procedures that are held by me are available on request. I understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these. Where I have concerns about a child's welfare I have a duty to report these to the appropriate authorities – usually social work services.

How I put this into practice

I keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications. This helps me be aware of the signs of abuse or neglect and what to do if I have a concern.

I have read and have understood "Safe and Secure" the SCMA's guide on Child Protection.

I have also read and understood Clackmannanshire Council's Inter Agency Child Protection Guidelines. I have hard copies of both of these publications should parents wish to see them.

If I am concerned about a child's welfare, I may contact the local authority, the NSPCC, the SCMA, or other relevant support services for advice, providing this does not affect confidentiality.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

Parents must notify me of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded (please see my Accident and Incident Policy)

I am familiar with the developmental milestones from 0-16 and keep observation records of the children's development.

I work together with parents to make sure the care of their child is consistent (please see my Partnership policy)

Partnership with parents

I work together with parents to make sure the care of their child is consistent. To this end I will regularly talk with parents to exchange information about their child's health, development and their activities within my home. I will also use a

daily diary. I will keep a variety of records including accident and incident records. Parents are welcome to review the records pertaining to their child at any time.

Causes for Concern

If I notice:

- Significant changes in behaviour.
- Unexpected bruising or marks.
- Any comments made which give me cause for concern.
- Deterioration in general wellbeing which causes concern.
- Any other indicators for concern.

I will record my concerns and any explanations given to me by parents or guardians.

Dealing with Disclosure

If I find myself in a position where a child is disclosing abuse to me I will respond carefully so as to not further upset the child. I will listen patiently to without leading the child.

I will:

- Attempt to make the child feel safe and secure.
- Reassure the child.
- Never look shocked or disbelieving.
- Never express criticism of the perpetrator.
- Never promise to take action which I may not be able to carry out.
- Reassure the child that he is not to blame.
- Explain that in order to help the child I will have to tell other people what is happening.
- Resist pressing for information.
- Make immediate timed, dated and signed record of the conversation.

In all instances I will record:

- The child's full name and address
- The date and time of the record.
- Factual details for concern - e.g. Bruising, what the child said, who was present.
- Details of any previous concerns,
- Details of any explanations from parents.
- Any action I have taken.

- Any other relevant information.

For physical signs I will use a Body Plan Recording System recording the child's name, the date I saw the injury, the location of the injury and a short description.

Allegations against myself

If an allegation of abuse is made against me, or a member of my family, I will contact the SCMA for advise on how to proceed.

- I will listen openly to the parents' concerns.
- I will record the time, date and content of all discussions with parents regarding the complaint and details of any action taken.
- I will provide parents will all necessary records.
- Co-operate fully provide relevant contact details for appropriate agencies.
- I will notify the Care Commission of any complaints made against myself immediately.

I can also provide parents with a copy of the leaflet "Protecting Children and Young People" by The Scottish Exec.

USEFUL NUMBERS:

LOCAL SOCIAL SERVICES:

BO'NESS OFFICE.	01506 778668
OUT OF HOURS	0845 2777000
POLICE:	01786 456000
POLICE FAMILY UNIT	01786 813412
SCMA:	01786 445377
CARE COMMISSION:	01786 406363
CHILDLINE:	0800 11 11
PARENTLINE:	0808 800 22 22

9 Behaviour

Policy

All children and adults are treated with equal concern and are made to feel welcome in my home. I aim to offer a quality childcare service for parents and children. I recognise the need to set out reasonable and appropriate limits to help manage the behaviour of children in my care.

By providing a happy, well-maintained environment, the children in my care will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

I do not, and will not, administer physical punishment or any form of punishment with the intention of causing pain or discomfort, nor any kind of humiliating or hurtful treatment to any child in my care.

I endorse positive discipline as a more effective way of setting limits for children.

How I put this into practice

I keep up to date with behaviour management issues and relevant legislation by taking regular training and by reading relevant publications, such as the SCMA magazine and Care Commission Magazine.

All parents receive a copy of my Behaviour Policy.

I agree methods to manage children's behaviour with parents before the placement starts. These are discussed with parents during initial visits before the contract is signed to ensure appropriate care can be provided.

Wherever possible I try to meet parents' requests for the care of their children according to their values and practices. Records of these requirements are agreed and kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.

I expect parents to inform me of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

I offer regular review meetings with parents to discuss their child's care and any issues or concerns, preferably when the child is not present. If I do not share the same first language as the child's parent, I will take action to facilitate effective

communication. This may include seeking guidance from the local early years team.

I work together with parents to make sure there is consistency in the way the children are cared for. A consistent approach benefits the child's welfare and makes sure that the child is not confused.

I will only physically intervene, and possibly restrain, a child to prevent an accident, such as a child running into the road, or to prevent an injury or damage.

All significant incidents are recorded in an incident book and will be shared and discussed with the parents of the child concerned so that together we can work to resolve any behavioural issues.

From time to time children will have difficulty learning to deal with their emotions and feelings and this is a normal part of child development. I will acknowledge these feelings and try to help children to find constructive solutions in liaison with their parents.

- Distracting and re-directing children's activities are used as a way of discouraging unwanted behaviour.
- I encourage responsibility by talking to children about choices and possible consequences.
- I aim to be firm and consistent so that children know and feel secure in the boundaries I set.
- I will respond positively to children who constantly seek attention or are disruptive.
- I will ensure children maintain their self esteem by showing I disapprove of the behaviour not the child

I encourage appropriate behaviour by:

- Setting a good example, I aim to be a positive role model as children copy what they see. Children learn values and behaviour from adults.
- I readily praise, approve and reward wanted behaviour, such as sharing, to encourage it to be repeated. Using praise helps to show that I value the child and it helps to build their self esteem.
- I praise children to their parents and other people when they have behaved as expected.

- I try to be consistent when saying “no” and explain reasons why it is not appropriate and considered unwanted behaviour.
- My expectations are flexible and realistic and are adjusted to the age, level of understanding, maturity and stage of development of the child.
- I try to involving children in setting and agreeing house rules.

These rules generally encourage positive behaviour rather than stating what children should *not* do.

House rules may include:

- We take off our outside shoes when we go in to the house to keep the house clean.
- We do not swear, call each other names, fight or deliberately hurt anyone else.
- We eat and drink at the table or in the high chair to help keep the house clean and to avoid accidents.
- We keep the air free from smoke.
- We are kind to each other and the pets.
- We take care of the toys, furniture and other equipment.

Positive discipline means:

- Rewarding good behaviour. Because rewards are constructive, they encourage further effort.
- Punishment is destructive - it humiliates the children and makes them feel powerless.
- Encouraging self-discipline and respect for others. Because children need to grow into people who behave well even when there's no one to tell them what to do.
- Setting realistic limits according to age and stage of development. Because as children grow and develop our expectations of them change.
- Setting a good example. Because young children take more notice of how we are and what we say.
- Encouragement, not orders and instructions. Because “Do as your told” teaches nothing for next time. Positive discipline means explaining why.
- Being consistent - saying no and meaning no. Because children need to

know where they stand and it helps if they know that we mean what we say.

- Praise, appreciation and attention. Because when children are used to getting attention with good behaviour, they won't seek it by misbehaving.
- Building children's self esteem. Shaming, scolding, hurting and humiliating children can lead to even worse behaviour. Attention, approval and praise can build self-esteem, a child who feels valued is more likely to behave well.

If I have concerns about a child's behaviour, which are not being resolved, I will ask for permission from the parents to talk it through with another childcare professional. I may contact either the SCMA, the NSPCC, health visitor or the local early years team (or other relevant advice service) for confidential advice.

Concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

10. Fire Safety

My home operates a no-smoking policy anywhere in the home in accordance with Scottish Law.

In addition I will not take the children into any home or premises in which smoking is allowed, regardless of whether smoking occurs at home.

The fire hazards in my property are the electric oven and the gas fire. The gas fire is safely disconnected and never used and the oven is in the kitchen which has a safety gate fitted. When we are baking and cooking the children will never be allowed in the kitchen unsupervised.

There is a fire blanket in the kitchen which is inspected weekly.

There is a mains connected smoke alarm in the entrance hall which is tested every six months.

The children and I will practice leaving the flat safely and calmly every six months.

All of these checks and drills will be recorded in my log book. Parents are welcome to inspect this any time they wish.

All matches and/or lighters will be kept out of the reach of all children.

My gas boiler is inspected annually by GasCall.

11. Animals

My family own two young male cats – one who remains indoors. They have a hooded litter tray which they use – they do not soil outside the litter tray. They are both vaccinated and one is castrated. The uncastrated cat has never sprayed – if he does, he will be taken to the vet promptly!. We are also gently introducing the indoor cat to the outdoors to encourage him to go outside but he is not overly receptive to the idea.

This policy will outline how I will minimise any risk to children's health from either my cats or their waste and how I believe the animals will enhance a child's experience while being cared for in my home.

Minimising Risk

My cats are not allowed on the dining table, the coffee table, the kitchen surfaces or any baby equipment such as prams/buggies or cots. Baby equipment will be stored in the bedroom where the cats are not allowed. Children will not be unsupervised when around the cats.

I have taken advice from the Asthma Association on how to reduce allergens in the home. Their advice suggested:

- Opening windows for an hour every day. This has been shown to be highly effective at removing cat allergens.
- Avoid woollen clothes. Wool can harbour up to ten times as many allergens as cotton or synthetic fabrics.
- Daily brushing of the cats outside the house, and weekly bathing of the cats.
- Checking the cat's diet as simple changes in diet can help reduce hair loss.

With toddlers it is important that to teach them how to treat the cats. Children will learn from my own interactions how to handle any animal so I will show them how to be gentle with them. My cats don't mind a certain amount of fussing and will simply walk away when they've had enough. Once the child is old enough to understand, I will explain that the cats are frightened by loud noise and sudden movements or if they are grabbed at.

The litter is changed every other day. I wear gloves to do this and wash my hands rigorously afterwards with antibacterial soap and use an alcohol rub.

When removing waste from the tray I use a litter scoop and gloves. The waste is lifted immediately and disposed of in a nappy sack. Again I wash my hands

rigorously and use an alcohol rub and antibacterial soap.

The cats flea and worming treatments are kept up to date.

I vacuum regularly with a vacuum with a HEPA filter which traps the fine particles (such as pollen and cat allergens) which trigger allergy and asthma symptoms. I will wipe down all my surfaces before meals and preparing food with an antibacterial to eliminate any potential contamination by my cats.

Positive Effects of Cat Ownership

Cats are a good self-esteem booster for all ages. The elderly feel needed and useful by looking after their cat and the same is true for children. If you let a child take responsibility for some aspects of the cats care, such as feeding, then you will help nourish a sense of achievement and responsibility whilst the child also learns to treat life with care and respect. Studies have shown that children who grow up with pets have better person-perception skills than those living without pets. There is also evidence that suggests that children growing up in a household with pets have a more efficient immune system, and also lower chances of developing asthma and allergies.

I believe I have taken adequate steps to reduce the small health risks posed by my cats. I also believe they are a positive influence on children and will benefit any child in my care.

12. Outdoor Activities

Policy

Outdoor activity is vitally important for children's health and fitness. I will aim to work outdoor play and activities into my daily routine.

How I will put this into practice

I am fortunate to live in an area with a lot of public green space. This ranges from a large park with goals and a swing park to the Kinnel Estate with duck ponds and nature walks.

The extent of the public green space can be seen on the map included.

As long as it is not too cold or wet I will take the children to one of the public spaces every day. This could be for a simple walk or to do one of many outdoor activities such as playing hopscotch or bird watching.

The aim is to provide a fun activity which is either educational or exercise. If I can get the children enjoying themselves outdoors they exercise or learn without even realising they are doing it. Hopefully, by making the outdoors fun in childhood, we can give them a love for the outdoors that will last as they get older.

Below I have listed some of the fun activities I will be aiming to do with the children in my care.

- Bird-watching
- Feeding the ducks and swans
- Nature walk – collecting materials to bring home to make a collage
- Breakfast at the park
- Skipping
- Bike/Trike rides
- Hopping
- Hula Hooping

- Garden Games – garden skittles, french boules.
- Action Jumping to a rhyme
- Rock Collecting
- Nature Rubbing
- Making a neighbourhood map.

13. Head Lice Policy

Head Lice can affect people from any socio-economic background and ethnicity and do not imply a lack of hygiene or cleanliness of the infested person.

In order to try and prevent other children becoming infected I have put together the following procedure. I hope that as Parents you too will work with me to prevent and treat the spread of head lice.

- Children with head lice will be asked to stay at home until treated - however I ask that all children and parents are sensitive and understanding towards the child. It is not their fault they have head lice.
- Request that all children with long hair wear their hair up to prevent the spread of Head Lice
- Request that parents check their children's hair once a week with a special head lice comb to aid early detection.
- Request that parents inform me immediately if they have discovered that their child has head lice.
- I will inform all parents using my service if a child has head lice but I will not say who to respect confidentiality.
- I will assist in the prevention of Head Lice by ensuring the children only use their own hairbrushes and combs and that the play dressing up hats are regularly cleaned.