Recommended Documentation for Childminders – a checklist

- Create a portfolio to represent your setting – this is not a requirement, but it is a good idea! In your portfolio you can put policies, training certificates, a description of your family, photographs of minded children playing, photos of activities and outings, references from parents. Over time you can develop your portfolio. Parents can browse through your portfolio and inspectors can use your portfolio to look at your policies and training log.
- Write policies and procedures - these should be shared with parents, by email is fine, as it saves on printer ink and paper, but get parents to sign a covering letter saying that they have read and understood the policies and hold this letter on file. Each policy should have the date it was written and the date it is due for review. See the list of essential policies which are mentioned in the EYFS Policies and Documents for Childminders | Bristol Early Years but you can add further polices, such as a Behaviour Management Policy, a Parent Partnership Policy, a Confidentiality Policy etc. as you see fit.
- Keep a log of all your CPD (continuous professional development/training). We recommend filing certificates in date order in a hard folder - this could be part of your portfolio. Alternatively keep electronic certificates filed electronically.
- When collecting information from parents at the start of a childminding placement, it is good practice to gather photographs of the child's family both near and extended, and photographs of pets. This gives a starting point for conversations with new children and comfort, as they settle into your setting.
- Create risk assessments for the house and for specific places you visit with the children. It's not an EYFS requirement to have written risk assessments, but it is good practice. Most large providers e.g. Bristol Zoo Project, Horseworld, children's centres etc. have their own risk assessments – you could request a copy and keep it on file. You could write risk assessments for your most common outings, such as; church halls, toddler groups and parks.
- Have documentation which shows who has parental responsibility for each child, this is an EYFS requirement. PR could be noted on the contract or on the Child Record Forms. If you have homemade contracts you will need to make sure that whoever has parental responsibility is clearly indicated within the contract. Parental rights and responsibilities: Who has parental responsibility - GOV.UK (www.gov.uk)
- Make sure you have a 12 hour Paediatric First Aid certificate which should be renewed every three years. Assistants must have a PFA certificate if they are in sole charge of the children for a maximum of two hours.
- A minded-child Attendance Register should be maintained with the time the child actually arrives and leaves, not just the agreed session time. If you work with an assistant, it is good practice to record who is working with children at any time on your register - start and finish times should be accurate.
- Make good use of your Accident and Incident book as a matter of course. Record 'pre-existing' injuries – any injuries that a child has on arrival at your setting – and any injuries sustained while in your care. Get parents to sign. Not only injuries: record significant incidents or significant conversations Recording-concerns-and-creating-an-individual-safeguarding-file-v2.pdf (bristolearlyyears.org.uk)

- Make sure you have written permission from parents to administer a specific medicine **prior** to administering the medicine, specifying dosage. Record when you administer the medicine with the dosage and make sure this is **again signed** by parents.
- Create a sample menu, if you provide meals, showing that you are giving children healthy meals and snacks. Be aware of major allergens and have a policy about how you deal with children's food allergies and special diets Major-allergens-policy-doc.pdf (bristolearlyyears.org.uk)
- Create an emergency evacuation diagram of the premises – showing exits. If you live in a high rise flat you can read Avon Fire and Rescue have published this guidance on their website Avon Fire and Rescue Service
- Keep an Emergency Evacuation Practice Log, showing the date you practiced an emergency evacuation with the children.
- Permission slips for: outings; transport; large trampolines (age 6+, not advised for the early years age range, follow manufacturers guidance on age); photographs; application of creams and suntan lotion etc.
- Apply for DBS checks for everyone over 16 years of age living or working on the premises - each person is entitled to hold their original DBS certificate, but you need evidence that the DBS has been carried out - record the date on the DBS and of course if there is any record of convictions or 'none recorded'. If you take a copy of the DBS you must keep it confidentially and securely and you must have written permission from the DBS holder that you are able to keep the copy on file. As well as the DBS, Ofsted need to be informed of everyone over 16 in the household Becoming a childminder and running your business - GOV.UK (www.gov.uk)
- Remember to let Ofsted know if anyone joins or leaves your household - this includes a new baby in your own household. Remember to inform Ofsted of any significant events, and this includes if you have any medical condition that might affect your work.
- Establish children's learning and development 'starting points.' This can be recorded using OPAL developmental milestones or using Birth to Five 'Unique Child' statements. Observation, Assessment and Planning (OAP) Templates for Childminders | Bristol Early Years
- It's good practice to create a 'learning journal' for each child, providing a sharing platform for annotated photographs and moments of learning. A child's learning journal is a celebration, a focus of conversation, a recall of information between child, parent and childminder. The journal can also help evidence your curriculum, but it should not become burdensome paperwork for you.
- Complete a statutory Two-Year-Old Progress Check between the ages of 2 – 3 years. Share with parents who can then share with the health visitor. Consider if any early intervention strategies are needed if a child has emerging needs. Two Year Check | Bristol Early Years
- Its optional to document conversations with parents about learning at home, which can be extended in your childminding setting, but be ready to verbalise this parent-partnership work on inspection.
- When you are sharing the care of a child with another setting, have evidence of information sharing, by using some sort of setting-to-setting, information-sharing sheet. This should show the children's interests, which can then be used as a basis for planning. Make sure you have written parent permission for information sharing between settings.

- Think about good transitions for children if they are moving on - use the Bristol policy document ‘Positive Transitions in Early Years’ Transition | Bristol Early Years to inform good practice and the Bristol ’Universal Transfer Record’ form to capture and share a child’s development with the new setting/school. EYFS Transitions | Bristol Early Years
- Develop a method of self-evaluation, which could be the Bristol Standard, which helps you to think from the point of view of a child at your setting, or your own version of self - evaluation. It’s helpful to document your reflections but be prepared to be able to talk about your own professional development to Ofsted!

Bristol Childminding Support.

Updated July 24.

Bristol Childminding Network
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