BLOSSOMING BAMBINI

where little ones bloom

Policies & Procedures

Updated in line with the Early Years Foundation Stage (EYFS) Statutory Framework
including safer sleep, weaning and safer eating requirements effective from September 2026

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A Note on This Policy Pack

This pack brings together every policy and procedure that guides how I care for children at Blossoming Bambini. It has been fully reviewed and updated to reflect the Early Years Foundation Stage (EYFS) Statutory Framework, including the safer sleep, weaning and safer eating requirements that the Department for Education has confirmed will take effect from September 2026.

The core learning and development requirements and Early Learning Goals have not changed — what has changed is the level of detail expected around children's welfare and wellbeing, particularly safer sleeping arrangements and safer eating. I have already been working in line with this guidance, and these updated policies simply make that explicit.

Each policy is reviewed at least annually, or sooner following any change in statutory guidance, an incident, or a change to my setting. Families are always notified of any updates. If you have any questions about any policy in this pack, please just ask — I'm always happy to talk it through.

SAFEGUARDING

Safeguarding and Child Protection Policy

To safeguard and promote the welfare of every child in my care by creating a safe, supportive and responsive environment, in line with my legal duties under the EYFS Statutory Framework, the Children Act 1989 & 2004, and other statutory safeguarding guidance.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2026)*
- *Prevent Duty Guidance for England and Wales (2023)*
- *What to Do If You're Worried a Child Is Being Abused – A Guide for Practitioners (2015)*
- *Information Sharing: Advice for Practitioners (2018)*
- *Children and Social Work Act (2017)*
- *UN Convention on the Rights of the Child (UNICEF)*
- *Ofsted Early Years Inspection Toolkit (September 2026 update)*

My Commitment to Safeguarding

As a registered childminder, I am the Designated Safeguarding Lead (DSL) for my setting. I take my responsibilities seriously and am committed to protecting children from abuse, neglect and harm.

> *"Providers must take all necessary steps to keep children safe and well."*
>
> *— EYFS Statutory Framework, Safeguarding and Welfare Requirements*

Types of Abuse

I am trained to recognise and respond to the four main categories of abuse: physical abuse, emotional abuse, sexual abuse, and neglect. I also understand and remain alert to the signs of:

- Child sexual exploitation (CSE)
- Female genital mutilation (FGM)
- County lines exploitation
- Domestic abuse
- Online abuse and radicalisation (Prevent Duty)

Prevent Duty

In line with the Prevent Duty Guidance (2023), I am alert to signs that a child or family may be vulnerable to radicalisation or extremist views, and I support children in building resilience and understanding fundamental British values.

My Safeguarding Responsibilities

- Follow my local safeguarding partnership procedures at all times.
- Keep accurate, factual records of concerns and actions taken.
- Escalate concerns to the relevant agency without delay.
- Work in partnership with parents, carers and external agencies.
- Attend regular safeguarding training, refreshed at least every two years.
- Ensure any assistant is suitably vetted (DBS checked) and trained before working unsupervised with children.

Recognising and Responding to Concerns

If I suspect a child may be at risk of harm, I will record my observations factually and promptly and contact the Local Authority's single point of access without delay. I do not need to tell parents first, and will not do so where this could place the child at risk or affect an investigation. If a child is in immediate danger, I will call 999.

Disclosure of Abuse by a Child

Children may disclose abuse directly, indirectly, behaviourally or non-verbally (for example, through drawings or play). If a child discloses that they or another child are being harmed, I will:

- Listen calmly, without leading questions, and reassure the child they were right to tell me.
- Record what was said as close to the child's own words as possible, with times and dates.
- Contact the police immediately if the child is in immediate danger.
- Report non-urgent concerns to the Local Safeguarding Partners without delay.

Significant Indicators of Abuse

I remain alert to indicators that may suggest a child has experienced abuse or neglect, including significant changes in behaviour, deterioration in wellbeing or appearance, unexplained bruises or marks, worrying comments from a child, or signs of neglect in the home environment.

Managing Allegations Against Adults

If an allegation is made against me, or against any person living or working on the premises, I will report this to the Local Authority Designated Officer (LADO) within 24 hours and inform Ofsted as required. The person concerned will have no unsupervised access to children while the matter is investigated.

Whistleblowing

Keeping children safe is everyone's responsibility. Any concerns about the professional conduct of another childcare professional, assistant or visitor will be reported through the appropriate whistleblowing channel without delay.

Female Genital Mutilation (FGM)

FGM is illegal in the UK and is a serious safeguarding concern. If I suspect a child is at risk of, or has undergone, FGM, I will report this immediately to the police and the Local Safeguarding Partners.

Record-Keeping

All safeguarding concerns are recorded immediately, factually, and stored securely and confidentially, in line with GDPR and local safeguarding procedures.

Working With Parents and Carers

Parents and carers are asked to let me know of any changes in their child's circumstances that could affect their emotional or physical wellbeing — such as illness, injury, or significant family changes — so that I can continue to provide the right support.

Missing Child Procedure

A child going missing is rare, but it is always treated as a serious safeguarding incident. Children are supervised at all times and I count the children throughout the day, so I would notice straight away if a child was not where they should be. If a child cannot be found, I will follow the steps below.

Preventing a Child From Going Missing

- Children are always within sight and/or hearing, and I carry out a headcount on arrival, whenever we move between spaces, and before and after any outing, transition or fire drill.
- Doors, windows and garden gates are kept closed and secure, and are checked as part of my daily premises checks.
- Children are only released to a known, authorised adult — see the Arrival and Collection Policy.
- Before any outing I carry out a risk assessment and take a charged mobile phone, a first aid kit and every child's emergency contact details. Children wear high-visibility clothing where appropriate, and are counted when we leave, regularly while we are out, and when we return.
- I teach children simple safety habits in an age-appropriate way, such as staying close, holding hands and stopping at the kerb.
- Any assistant working with me is trained in this procedure before working with children.

If a Child Goes Missing From the Setting

1. Stay calm and carry out an immediate headcount to confirm which child is missing.
2. Make sure all other children are safe and supervised. They stay with me or, if an assistant is present, with the assistant. Children are never left unsupervised.

3. Search quickly and thoroughly: the house, the garden and any hiding places, then the immediate surroundings. Check doors, windows and gates to work out how the child may have left.
4. If the child is not found straight away, call 999 without delay, giving the child's name, age, description, what they were wearing and where and when they were last seen. I will not wait for parents before calling the police.
5. Contact the child's parents or carers immediately, and give clear, calm and factual information. If they cannot be reached, I will use the child's other emergency contacts.
6. Cooperate fully with the police, stay at the setting unless advised otherwise, and keep the other children calm, safe and cared for.
7. Once the child is found, check them over for injuries, comfort and reassure them, and let the police and parents know straight away.

If a Child Goes Missing on an Outing

- Gather the remaining children together in a safe place and carry out a headcount. If an assistant is present, one adult stays with the group while the other searches.
- Alert any staff or security at the venue, search the immediate area, and call 999 straight away if the child is not found quickly. Parents are then contacted immediately.

Notifications and Records

- Ofsted will be notified as soon as reasonably practicable, and no later than 14 days after the incident. Where there are safeguarding concerns, I will also contact the Local Authority's Children's Services and follow my local safeguarding partnership procedures.
- A written record is kept of the date and time, who was involved, where and when the child was last seen, the circumstances, the actions taken, who was contacted and the outcome. Parents are asked to sign the record, and it is stored securely in line with GDPR. I will also inform my insurance provider if required.

Reviewing What Happened

After any incident or near miss I will review the circumstances, update risk assessments and procedures, make any changes needed to keep children safe (for example, to gates, locks or outing arrangements), and talk this through with the families involved and any assistants.

Designated Safeguarding Lead (DSL): Francesca Azzopardi
LADO / Children's Services: Hertfordshire Children's Services (Customer Service Centre): 0300 123 4043 • LADO email: LADO.Referral@hertfordshire.gov.uk
Ofsted: 0300 123 1231

SAFEGUARDING

Managing Allegations of Harm Procedure

To provide a clear, consistent and timely response to any allegation of harm made against myself, or anyone living, working or looking after children on the premises, ensuring the safety and welfare of all children.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2026)*
- *Children and Social Work Act (2017)*
- *Prevent Duty Guidance (2023)*
- *Information Sharing Advice for Practitioners (2018)*

My Commitment

- The safety and welfare of every child in my care is my highest priority.
- Any allegation will be taken seriously and acted upon immediately.
- Allegations will be reported to the LADO within 24 hours.
- Accurate records will be kept, detailing dates, times, facts, and any action taken.
- Ofsted will be notified within 14 days of the allegation, in accordance with EYFS requirements.
- I will cooperate fully with all investigations led by the relevant authorities.
- Parents and carers will only be informed if advised to do so by the LADO.
- If the allegation involves someone living or working on the premises, they will have no unsupervised access to children while the matter is investigated.
- I will continue to operate in a way that prioritises children's emotional wellbeing and protects them from harm.

SAFEGUARDING

Whistleblowing Policy

To make sure that anyone working with me, or connected with my setting, feels able to raise a concern about the safety of a child or the conduct of an adult, knowing it will be taken seriously and acted on without fear of reprisal.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2026)*
- *Public Interest Disclosure Act 1998*

Who This Policy Is For

This policy applies to any assistant, volunteer, student, contractor or visitor at Blossoming Bambini. Parents and carers are also welcome to raise concerns at any time.

What to Report

- A child who has been harmed, or who is at risk of harm.
- Unsafe, inappropriate or unprofessional behaviour by any adult working with children.
- Failure to follow safeguarding, safer sleep, safer eating or other setting policies.
- Any attempt to hide or cover up wrongdoing, or a breach of confidentiality.

How to Raise a Concern

Tell me, as Designated Safeguarding Lead, as soon as possible, either in person or in writing. Please do not investigate the concern yourself, and do not promise anyone confidentiality. If your concern is about me, or you feel unable to raise it with me, you can go straight to the people listed below.

Raising a Concern Outside the Setting

- Hertfordshire LADO: LADO.Referral@hertfordshire.gov.uk (concerns about an adult working with children).
- Ofsted whistleblowing hotline: 0300 123 3155, or whistleblowing@ofsted.gov.uk.
- NSPCC Whistleblowing Advice Line: 0800 028 0285, or help@nspcc.org.uk. This is free, and you do not have to give your name.
- If a child is in immediate danger, call 999.

How Concerns Are Handled

Every concern is taken seriously, recorded factually and kept confidential. I will act promptly, report to the LADO, Ofsted, children's services or the police where required, and let the person raising the concern know what is happening, as far as I am able to.

Protection From Reprisal

No one will be treated unfairly, disadvantaged or dismissed for raising a genuine concern in good faith. Deliberately false or malicious allegations may be dealt with under the Staff Code of Conduct Policy.

STAFF & ASSISTANTS

Staff Code of Conduct Policy

This policy sets out the standards of behaviour and professional conduct expected of anyone I employ or engage to work at Blossoming Bambini, so that children and families receive consistently safe, warm and professional care from everyone in the setting.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Working Together to Safeguard Children (2023)*
- *Safeguarding Vulnerable Groups Act 2006*
- *UK GDPR and Data Protection Act 2018*

Professional Conduct

- Treat every child, family and colleague with warmth, patience, respect and fairness at all times.
- Follow all Blossoming Bambini policies and procedures, including Safeguarding, Positive Behaviour, and Safer Sleep and Eating.
- Model the calm, kind behaviour we want children to learn, in line with our Positive Behaviour Policy.
- Act as a positive representative of Blossoming Bambini at all times, including at drop-off, collection, and on outings.

Suitability and Vetting

- All staff must hold a satisfactory enhanced DBS check before starting work with children, and must inform me immediately of any change in their circumstances that could affect their suitability to work with children.
- Staff must complete an induction covering all setting policies before starting, and refresh their safeguarding, paediatric first aid and food hygiene training as required.
- Staff are appropriately supervised at all times, in line with EYFS requirements.

Safeguarding Responsibilities

Every member of staff shares responsibility for keeping children safe. Staff must:

- Report any safeguarding concern to me, as Designated Safeguarding Lead, immediately.
- Never investigate a concern themselves or promise a child confidentiality.
- Follow the Whistleblowing procedure if they have concerns about the conduct of myself or another member of staff.
- Understand that failure to report a safeguarding concern is itself a serious conduct matter.

Confidentiality and Data Protection

Staff must keep all information about children and families confidential, in line with our Privacy and GDPR Policy. Information must never be discussed outside the setting, including with friends or family, and personal data must always be stored and shared securely.

Mobile Phones, Photography and Social Media

- Personal mobile phones and smart devices are not used while children are in staff members' care, in line with our Observations, Cameras and Electronic Devices Policy.
- Staff must never take photographs or videos of children on personal devices, or post any content, image or identifying information about a child or family on social media.
- Staff should be mindful that their own social media conduct can reflect on Blossoming Bambini, and should avoid posting anything that could bring the setting into disrepute.

Punctuality, Presentation and Reliability

Staff are expected to arrive on time, ready to work, and to give as much notice as possible of any planned or unplanned absence. A clean, practical appearance suitable for active play, outdoor activities and food preparation is expected at all times.

Health and Safety

Staff must follow all health and safety procedures, including those in our Accidents and First Aid, Medication and Illness, Safer Sleep, and Food, Nutrition and Safer Eating policies, and must report any accident, hazard or concern to me promptly.

Unacceptable Conduct

The following will always be treated as serious conduct matters and may result in disciplinary action, up to and including termination and referral to the LADO and/or Ofsted:

- Any breach of the Safeguarding and Child Protection Policy.
- Any form of corporal punishment or behaviour that could adversely affect a child's wellbeing.
- Dishonesty, breach of confidentiality, or failure to follow safer recruitment or vetting requirements.
- Being unfit for duty, including through the use of alcohol or drugs.
- Any conduct that puts a child's safety, welfare or dignity at risk.

Addressing Conduct Concerns

Minor conduct issues will usually be addressed informally, through supervision and open conversation. Where a concern is more serious, or does not improve, I will follow a fair and proportionate process, which may include a formal discussion, a written warning, or — in cases of gross misconduct or a safeguarding breach — immediate suspension pending investigation.

STAFF & ASSISTANTS

Safer Recruitment and Suitability Policy

To make sure that everyone who works with, or has access to, the children at Blossoming Bambini is suitable to do so, and that their suitability is checked before they start and kept under review.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Safeguarding Vulnerable Groups Act 2006*
- *Childcare Act 2006 and Childcare (Disqualification) Regulations 2018*
- *Keeping Children Safe in Education (2026)*

Before Anyone Starts

- I check identity, qualifications and training, take up references, and talk through the person's experience and attitude to safeguarding and working with children.
- An enhanced DBS check must be completed, and a satisfactory result received, before any new employee starts work. No one begins work, or is left alone with children, while a check is outstanding.
- Every new member of staff completes an induction covering all of my policies, including Safeguarding, Safer Sleep and Safer Eating.

Volunteers

Volunteers must hold an enhanced DBS check before they start, including those who will always be supervised. Volunteers are never left alone with children, and follow all of my policies.

Information Staff Must Disclose

At recruitment, and again whenever circumstances change, staff and volunteers are told what they must tell me. This includes:

- Any criminal conviction, caution, warning or reprimand.
- Any order, ban or disqualification relating to the care of children.
- Any investigation or concern raised by Ofsted, a local authority or the police about their conduct with children.
- Any other change in circumstances that could affect their suitability to work with children.

Ongoing Suitability

I keep suitability under review through regular supervision, ongoing training (including safeguarding, paediatric first aid and food hygiene) and open conversations. Staff must tell me straight away if anything changes.

Notifying Ofsted

I will tell Ofsted about any change to the people aged 16 or over who live or work at my premises, and about any other significant change that I am required to notify.

If There Is a Concern About Suitability

The person will not work unsupervised while I look into it. I will report to the LADO, Ofsted and the DBS where required, and follow the Managing Allegations of Harm Procedure.

Records

Recruitment and suitability records are kept securely and confidentially, in line with UK GDPR and my Privacy and Data Protection Policy.

HEALTH, SAFETY & WELLBEING

Safer Sleep Policy

To provide every baby and child in my care with a safe, comfortable sleep environment that reduces the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Death in Childhood (SUDC), in line with the EYFS safer sleep requirements introduced from September 2026.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders — Safer Sleep requirements (in force from September 2026)*
- *NHS guidance: Reduce the risk of Sudden Infant Death Syndrome (SIDS)*
- *The Lullaby Trust safer sleep guidance*

From September 2026, safer sleep requirements are written directly into the EYFS statutory framework rather than being linked out to NHS guidance. I already follow this guidance, and this policy reflects the explicit wording that now applies.

Back to Sleep, in Their Own Safe Space

> *"Babies and children must be placed down to sleep safely. For children under 2 years old, providers must ensure that children are placed down on their back in their own separate sleep space on a firm, flat surface such as a cot, bed or mattress on the floor."*
>
> *— EYFS Statutory Framework, Safer Sleep (from September 2026)*

- Babies aged 12 months and under must only sleep in a cot (this includes cots, carrycots, Moses baskets and travel cots that meet British Safety Standards).
- Floor beds, sleep pods, nests, hammocks, beanbags and coracles are never used for babies aged 12 months and under.
- Children who have outgrown a cot, or who climb out, may move to a mattress on the floor with their own bedding.
- Buggies, pushchairs and prams are never used as a child's main sleep space, of any age.

The Sleep Space

- Mattresses are firm, flat and waterproof, and kept in good condition.
- Sleep spaces contain no pillows, toys, bumpers, cushions, sleep positioners or loose bedding.
- Lightweight bedding, if used, is tucked in securely no higher than the child's shoulders. A well-fitted, age-appropriate sleep bag may be used instead.
- Cots and beds are positioned away from blind cords, plastic bags and other strangulation hazards.

- Babies are laid down on their backs, feet to the foot of the cot. Once a baby can roll independently, they may settle in whichever position they choose and will not be turned back onto their back.

Room Temperature

A room temperature of 16–20°C is maintained wherever possible, using a thermometer to monitor this. Sleeping children are kept away from direct sunlight, draughts and heat sources, and will never sleep in outdoor clothing, with hats on, or with a hot water bottle or heater nearby.

Supervision

- Babies under 6 months always have an adult in the same room with them while they sleep.
- All sleeping children are within sight and/or hearing at all times and are checked on regularly, in person.
- A monitor may be used to support supervision but never replaces regular, in-person checks.
- If a baby or child falls asleep while travelling (for example, in a buggy or car seat), they are transferred to their proper sleep space as soon as we return to the setting, even if this means waking them. A child cannot be handed over to me still asleep at drop-off — see the Arrival and Collection Policy.

Comforters and Dummies

Sleep comforters may only be used for babies and children aged over 12 months. Dummies used by sleeping babies must not have a cord attached, due to the strangulation risk. If a dummy falls out while a baby sleeps, it will not be put back in unless the baby wakes.

Aftercare

Mattresses are wiped down and bedding changed after every sleep. Drinks are never left in a child's cot, as these present a choking hazard.

Working With Families

Every child's routine is unique, and I work closely with parents and carers to keep home and setting sleep routines consistent wherever possible. Details of a child's usual sleep routine are gathered before their first day, and parents are updated on sleep times at collection. Where a family's wishes differ from safer sleep guidance, we will discuss this together — the Childcare Act 2006 does not permit any exceptions to the EYFS safeguarding and welfare requirements, so safer sleep practice will always be followed in my setting.

Quiet Time for Non-Sleeping Children

Children who are not sleeping are offered a calm rest or quiet time, such as storytime, circle time or gentle small-group activities, so they can recharge.

In an Emergency

I know to call 999 immediately if a child will not wake, stops or has difficulty breathing, appears unusually confused, or has a seizure.

HEALTH, SAFETY & WELLBEING

Food, Nutrition and Safer Eating Policy

To ensure that every child at Blossoming Bambini is provided with nutritious meals and snacks that promote their health and wellbeing, and to keep children safe while eating and during weaning, in line with the EYFS safer eating requirements.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders — Safer Eating requirements (Sections 3.63–3.70), strengthened with further detail from September 2026*
- *DfE Early Years Foundation Stage Nutrition Guidance*
- *NHS Start for Life weaning guidance*
- *Food Safety Act 1990 and food hygiene regulations*

What We Eat

- A balanced menu of meals and snacks, with a focus on organic, fresh, seasonal and locally sourced produce.
- Only fresh tap water and plain milk are offered as everyday drinks; fruit juice, squash and flavoured milk are avoided.
- Children's individual dietary needs, preferences, allergies and intolerances are recorded before their first day, kept up to date through ongoing conversations with parents, and shared with anyone else caring for the child.
- All food is prepared, stored and served in line with food hygiene regulations.

Safer Eating — Supervision

> *"Someone with a valid, full paediatric first aid certificate must be present in the room whenever children are eating, and children must always be within sight and hearing of a member of staff while eating."*
>
> *— EYFS Statutory Framework, Safer Eating requirements*

- I hold a valid Paediatric First Aid certificate and am present whenever children are eating.
- Children are seated safely in a highchair or an appropriately sized low chair, in a designated eating area with minimal distractions, before food is given.
- I sit facing the children while they eat, so I can watch for signs of choking, spot any food sharing between children, and notice unexpected allergic reactions quickly.
- Children are never left alone while eating or drinking, even for a moment.

Reducing the Risk of Choking

Food is prepared with choking prevention in mind, following DfE and NHS guidance:

- Stones and pips are removed from fruit before serving.
- Small round foods, such as grapes, cherry tomatoes and strawberries, are cut lengthways and quartered.

- Large or hard fruit and vegetables (such as melon, raw apple and carrot) are cut into slices or batons rather than small chunks.
- Known choking-hazard foods (such as whole nuts, popcorn and hard sweets) are avoided for young children.
- Food textures are matched to each child's developmental stage and chewing ability.

Weaning

Weaning is a partnership between parents/carers, myself and, where relevant, health professionals. Before a baby starts weaning with me, I will discuss with parents:

- The foods and textures already introduced at home, and any known allergies or reactions.
- The pace and readiness signs to follow, in line with NHS Start for Life guidance (generally around 6 months, based on individual developmental readiness).
- How we will keep introducing new foods safely and consistently between home and my setting.

I feed babies responsively, watching for their hunger and fullness cues, and I support breastfeeding and safe, hygienic preparation of formula feeds, sterilising bottles and equipment before each use.

Allergies

Allergies can develop at any time, including during weaning. I remain alert to this, keep allergy information visible and up to date, and store any prescribed allergy medication (such as an auto-injector) safely, out of children's reach but accessible to me at all times.

Celebrations

Birthdays and festivals are celebrated in fun, healthy ways. Parents are encouraged to bring in non-food treats or fresh fruit rather than sugary snacks, in keeping with our oral health commitments.

HEALTH, SAFETY & WELLBEING

Accidents and First Aid Policy

To respond promptly and effectively to any accident, ensuring the health, safety and emotional wellbeing of every child in my care.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Health and Safety (First Aid) Regulations 1981*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*

Provision

- I hold a valid Paediatric First Aid certificate, renewed regularly as required.
- A fully stocked first aid kit is kept in the setting and carried on all outings.
- I maintain a calm, nurturing approach to reassure the child and keep them safe during any incident.

Minor Injuries

- Treated immediately with appropriate first aid; comfort and reassurance are always prioritised.
- Parents or carers are informed verbally at collection and via our WhatsApp group.
- An Accident Form is completed, signed by the parent or carer, and stored securely.

Head Injuries or Unusual Symptoms

Parents will be contacted immediately, even if the injury seems minor. A 'Head Injury Advice' sheet will be offered where appropriate, and the child will be closely monitored for any signs of concussion or distress.

Serious Accidents / Emergency

- Emergency services will be contacted if required, and parents informed immediately.
- The incident will be logged in detail.
- Reported to Ofsted, and to RIDDOR where applicable, within 14 days.

Recording and Review

All accidents are recorded in an Accident Log, stored securely in line with GDPR. I review accidents regularly to identify patterns, adjust risk assessments, and improve safety measures where needed.

Parent Partnership

Parents are encouraged to let me know about any accidents that happen outside the setting, so I can continue to observe the child and provide the right care.

HEALTH, SAFETY & WELLBEING

Medication and Illness Policy

To ensure children's health needs are safely managed and to prevent the spread of illness within the setting, safeguarding the wellbeing of every child.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Public Health England 'Health Protection in Schools and Childcare Settings'*
- *The Children Act 1989*
- *Health and Safety at Work Act 1974*

Administering Medication

- Medication is only given when prescribed by a qualified healthcare professional.
- Written parental consent is obtained before any medication is administered.
- Over-the-counter medication (such as Calpol) may only be given with written parental consent.
- All medication must be in its original packaging, clearly labelled with the child's name, dosage and instructions, and in date.

Medication Given Before Arrival

I cannot accept a child into my care who has been given Calpol, or any other paracetamol or ibuprofen-based medication, before arriving at my setting that morning. Fever-reducing medication can mask the signs of illness, meaning a child could seem well enough to attend when they are not, and could then become unwell once the medication wears off while in my care. If your child has needed this type of medication before their session, please keep them at home until they have been symptom-free, without medication, for the periods set out in the Illness and Exclusion section below.

Recording Medication

A Medication Record Form is completed for every dose given, recording the child's name, date and time, medication name and dose, method of administration, and the signatures of both myself and the parent. Records are kept confidential and stored securely.

Antibiotics

If a child has been prescribed antibiotics, they must have taken them for at least 24 hours before returning to my setting, to allow the medication to start working and to reduce the risk of passing on infection. For whooping cough or impetigo, children must have taken antibiotics for at least 48 hours before returning.

Illness and Exclusion

- Children with vomiting and/or diarrhoea must stay at home for a minimum of 48 hours after symptoms have cleared.
- If a child becomes unwell during the day, or develops a temperature of 37.7°C or above, parents will be contacted immediately and must arrange prompt collection. This applies regardless of how well the child otherwise seems, or the time of year.
- A child who develops symptoms while in my care will be kept comfortable and away from other children until they are collected.

Specific Illnesses

- Chickenpox: children must stay at home until every spot has fully crusted and scabbed over.
- Hand, foot and mouth disease: children must stay at home until all spots have scabbed over or faded significantly, and are no longer bright red or weeping.
- Conjunctivitis: children may return once there is no longer any discharge that needs regular wiping. If a child's eye still needs frequent cleaning, they must remain at home until this has cleared.
- Head lice: children must stay at home until they have been fully treated and all lice and eggs have gone.
- Worms: the whole family needs to be treated, and the child must stay at home for 5 days once treatment has started.
- For any other infectious illness not listed here, I follow current UK Health Security Agency guidance on exclusion periods, and will always let you know what to expect.

Emergency Situations

In a serious illness, accident or emergency, I will seek immediate medical help, contact parents or emergency contacts straight away, and call 999 or 111 if necessary.

Infection Control

I follow current guidance from the UK Health Security Agency and the EYFS to reduce the spread of infection, including regular cleaning and disinfecting of toys, equipment and surfaces.

Chronic Conditions and Individual Health Plans

For children with long-term health conditions (such as asthma, diabetes or severe allergies), I will develop an individual health care plan with parents and relevant healthcare professionals, covering medication, emergency procedures and specific needs. Plans are reviewed regularly with parents.

Training

I ensure I am trained in administering medication and managing the health conditions relevant to the children in my care, including the use of inhalers and auto-injectors (such as EpiPens) where needed.

HEALTH, SAFETY & WELLBEING

Emergency Procedures Policy

To ensure the safety, wellbeing and protection of all children in the event of an emergency — including fire, serious illness, accident, or any situation requiring evacuation or immediate protective measures.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Health and Safety at Work etc. Act 1974*
- *The Regulatory Reform (Fire Safety) Order 2005*
- *Local Safeguarding Children Partnership guidance*

Fire Safety and Evacuation

- Fire drills are carried out at least once per term and documented.
- Smoke alarms are tested weekly; fire extinguishers and blankets are checked yearly to ensure they are in date.
- Evacuation routes are checked regularly throughout the day to ensure they are kept clear.
- In the event of fire, gas leak, flood or other structural danger, I will evacuate all children to my designated safe location (front garden if accessible, or back garden depending on where the danger is) and call 999 immediately.
- Parents and carers will be informed once the children are safe.

Medical Emergency

- I am fully trained in paediatric first aid and will give immediate care to any child who is injured or unwell.
- Emergency services will be contacted (999) if needed, and parents notified without delay.
- All accidents and incidents are recorded and reviewed.
- A well-stocked, regularly checked first aid kit is kept at home and carried on outings.

Lockdown / Local Threat

If there is a nearby risk (such as a police incident or a threat to safety), I will lock doors and windows, close curtains or blinds, keep children calm, engaged and away from sight lines, and not allow anyone to enter or leave until it is safe. Parents will be contacted once the threat has passed, to avoid overloading phone lines or risking safety.

Emergency Contact Information

In line with the EYFS Statutory Framework, I hold at least two emergency contact details for every child, kept accurate and up to date and reviewed termly or whenever a parent notifies me of a change. In an emergency, I will first attempt to contact the child's parent or carer, then the second or third contact on file if needed. Emergency contact records are

stored securely in both digital and paper formats, accessible only to authorised people, in line with GDPR.

Recording and Reviewing

All drills, incidents and responses are logged in writing, including time, date, actions taken and who was involved. Emergency procedures are reviewed annually, or sooner following any incident or change in guidance.

HEALTH, SAFETY & WELLBEING

Oral Health Policy

At Blossoming Bambini, I understand that promoting good oral health in the early years has a lasting impact, and I play a key role in supporting children and families to build healthy routines.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Public Health England 'Delivering better oral health: an evidence-based toolkit for prevention'*
- *NHS oral health advice and resources*

> *"Providers must promote the good health of children, including the promotion of good oral health."*
>
> *— EYFS Statutory Framework, Health Requirements*

Daily Brushing at Home

Children should brush their teeth twice a day at home, using fluoride toothpaste. Tooth brushing does not take place at Blossoming Bambini — this remains a home routine, supported by parents and carers. My role is to encourage and reinforce good habits through everyday conversation, food choices and play.

How I Promote Oral Health

- Offering low-sugar, tooth-friendly snacks, with only water and milk to drink.
- Role play activities, such as 'going to the dentist'.
- Stories and songs about dental care.
- Displaying oral health information for parents and carers, and sharing brushing charts and NHS resources on request.

Celebrating Without Sugar

Birthdays and festivals are celebrated in fun, healthy ways. Parents are encouraged to send in non-food treats or fresh fruit rather than sweets or cake.

HEALTH, SAFETY & WELLBEING

Sun Protection Policy

To protect children from sunburn, heat exhaustion, and long-term sun damage while they enjoy the outdoor, nature-led play that is central to life at Blossoming Bambini.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *NHS and Cancer Research UK sun safety guidance*

Before Going Outside

- Parents are asked to apply a broad-spectrum, high-factor (SPF 30 or above) sun cream before the start of the session on sunny days, or provide their own sun cream for me to apply, with written consent.
- Children are dressed appropriately for the weather, including a sun hat that covers the neck and ears.
- Sun cream is reapplied through the day in line with the manufacturer's instructions and parental consent, particularly after water play.

During Outdoor Play

- Outdoor play is planned to make the most of shaded areas, particularly between 11am and 3pm when the sun is strongest.
- Fresh drinking water is available at all times, with extra fluids offered in hot weather.
- I watch children closely for signs of overheating, sunburn or heat exhaustion, and bring children inside or into shade if needed.
- On very hot days, outdoor activity may be adjusted, shortened or moved to cooler parts of the day.

Working With Families

Parents are asked to let me know of any skin sensitivities, sun cream allergies, or specific sun protection needs before their child's first day. Consent for the application of sun cream is recorded as part of each child's registration information.

HEALTH, SAFETY & WELLBEING

Nappy, Potty and Toileting Procedures

To ensure that nappy changing, potty training and toileting are carried out hygienically, sensitively and safely, respecting each child's dignity while keeping them safe at all times.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *UK Health Security Agency infection control guidance*

Nappy Changing

- Nappies are checked regularly and changed promptly to keep children clean, comfortable and free from nappy rash.
- A dedicated, hygienic changing area is used, cleaned and disinfected after every change.
- I wear gloves and wash my hands thoroughly before and after every change, and ensure the child's hands are washed too.
- Parents are asked to provide nappies, wipes and any barrier cream needed; any changes to a child's routine (such as nappy rash or a change of product) are shared with me straight away.

Privacy and Supervision

I balance a child's privacy and dignity with the need for appropriate supervision. Changing and toileting take place in a private but not fully enclosed space, so that children are cared for sensitively while other children in my care remain within sight or hearing at all times.

Potty Training

- Potty training is led by each child's own readiness, in partnership with parents and carers, following the same approach and encouraging words used at home wherever possible.
- Children are praised and encouraged positively; there is never any pressure, criticism or punishment around toileting.
- Spare clothes are kept for every child in case of accidents, and parents are asked to keep a change of clothes at the setting.

Independent Toileting

As children become more independent, I encourage and support them to manage their own toileting and handwashing, stepping in with help whenever it is needed, and continue to supervise appropriately for their age and stage.

Safeguarding

Any concerns noticed during nappy changing or toileting — such as unexplained marks, bruising or signs of distress — are recorded and responded to in line with my Safeguarding and Child Protection Policy.

HEALTH, SAFETY & WELLBEING

Pets and Banned Dog Breeds Policy

To keep children safe around animals, and to make sure that no childcare is provided from any premises where a banned dog breed is kept or present.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Dangerous Dogs Act 1991 (banned breeds as listed on GOV.UK)*
- *Health and Safety at Work etc. Act 1974*
- *Animal Welfare Act 2006*

Banned Dog Breeds

I will not provide childcare from any premises where a banned dog breed is kept or is present. Banned breeds are those listed on GOV.UK under the Dangerous Dogs Act 1991. No banned breed is allowed on my premises at any time, including dogs belonging to visitors, friends or families.

Pets and Other Animals

- Families are told about any animals in the setting before their child starts, and parents are asked to tell me about any allergies or fears.
- Any animal in the setting is healthy, vaccinated, regularly wormed and treated for fleas, and has a calm temperament around children.
- Children are never left alone with any animal, and all contact is closely supervised.
- Animals are kept out of food preparation and eating areas, and away from children's sleep spaces.
- Children and adults wash their hands after touching animals, and animal waste is cleared away promptly, including from the garden.

Visiting Animals and Outings

Any visiting animal is risk assessed before it comes into the setting, and parents are informed beforehand. On outings, children are supervised closely around dogs and other animals, and are never allowed to approach one that is unknown to us.

Teaching Children to Be Safe

Children are taught, in an age-appropriate way, to be gentle with animals, to ask an adult first, and never to disturb an animal that is eating or sleeping.

LEARNING, BEHAVIOUR & INCLUSION

Positive Behaviour Policy

Children learn best from the adults around them. I model respectful, kind and fair behaviour, using empathy, calm responses and positive communication to help children learn how to express themselves and interact appropriately with others.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Development Matters (DfE)*
- *Early Years Guide to Behaviour Management (DfE)*

Promoting Positive Behaviour

I support children in developing strong social and emotional skills, and in understanding how their actions affect others, using positive reinforcement to build a warm, supportive environment where children feel safe, valued and motivated to behave well. This includes:

- Regularly talking about feelings, and helping children see how their words or actions affect others.
- Clear, consistent expectations for how we treat each other and care for the setting and its resources.
- Predictable routines that help children feel secure and confident.
- Making sure children are well-fed, well-rested and not overstimulated.
- Praise, attention and encouragement to reinforce kind, cooperative behaviour.
- A wide range of engaging activities matched to each child's interests and stage of development.
- Listening to children's views and involving them in decisions where appropriate.

In Line With the EYFS

> *"Providers must not give or threaten corporal punishment to a child and must not use or threaten any punishment which could adversely affect a child's wellbeing."*
>
> *— EYFS Statutory Framework, Behaviour Requirements*

Understanding Triggers for Behaviour

Behaviour can be influenced by many things, including tiredness or hunger, changes in routine, overstimulation, needing attention, feeling misunderstood, or anxiety related to events at home. Identifying these triggers helps prevent challenging situations and supports children in developing self-regulation.

Behaviour Management Strategies

Strategies are adjusted to each child's age, ability and understanding, and may include gentle reminders, redirection to another activity, calm discussion about impact, and

praising positive behaviour nearby to encourage imitation. With parental agreement, short-term tools such as reward charts may be used for specific challenges.

Physical Intervention

Physical intervention is only ever used as a last resort — to prevent serious harm to a child or others, stop significant damage to property, or remove a child from immediate danger. It is always proportionate and time-limited. An incident form is completed, parents are informed, and Ofsted and/or my insurance provider are notified if required.

Responding to Unacceptable Behaviour

If a child consistently struggles to follow rules, I will observe and record any patterns or triggers, discuss concerns sensitively with the child (where appropriate) and their parents, and agree and review strategies together. For incidents involving harm to others or damage to property, an incident form is completed and shared with parents.

Biting

Biting is not uncommon in young children and is usually developmental rather than aggressive. It is managed consistently to protect all children in the setting, with the affected child comforted and the behaviour addressed calmly.

Children With Identified Behavioural Needs

Where a child has additional needs affecting their behaviour, I will work in partnership with parents to put an individual support plan in place, using agreed strategies consistently at home and in the setting, and reviewing progress regularly. I may seek advice from external agencies or further training where needed.

The Impact of Home Life

Significant events at home can affect a child's emotional state and behaviour. I ask parents to let me know, in confidence, about events such as a new sibling, family changes, bereavement, or moving house, so I can provide the right support.

When Strategies Are Not Effective

If standard strategies are not working, a Child Behaviour Agreement may be introduced with parents, I may seek external advice, and in rare cases I may need to review whether I can continue to meet a child's needs safely within a lone-childminding setting.

LEARNING, BEHAVIOUR & INCLUSION

Special Educational Needs and Disabilities (SEND) Policy

At Blossoming Bambini, I am committed to ensuring that all children, including those with Special Educational Needs and Disabilities (SEND), can thrive and develop through inclusive, high-quality care and education.

Legal Framework & Guidance

- *Children and Families Act 2014*
- *SEND Code of Practice: 0 to 25 years (2015)*
- *EYFS Statutory Framework for Childminders (as updated for September 2026)*

As a childminding setting, I act as the registered provider and SENCO, and am responsible for fulfilling these duties personally.

Aims

- To ensure all children are valued, included and supported.
- To identify and respond promptly to individual developmental needs.
- To work in partnership with families and professionals to achieve the best possible outcomes.
- To comply with all relevant legislation and guidance.

Identifying SEND

All children in my care are regularly observed in line with EYFS requirements. If a child is not meeting expected developmental milestones, I will record my observations, discuss concerns with parents at the earliest opportunity, provide a tailored approach to support development, and create an individualised support plan where appropriate. I use the Graduated Approach — Assess, Plan, Do, Review — in line with the SEND Code of Practice.

Working With Parents and Carers

Parents and carers are experts in their children. I will share observations and progress regularly, work together to agree targets and next steps, seek consent before sharing information with external professionals, and offer strategies to support learning at home.

Planning for Support

Where a child needs additional support, I will create a Targeted Plan with SMART goals, review this with parents typically every 6–8 weeks, and involve external professionals (such as speech and language therapists or health visitors) with parental consent.

Inclusive Practice

I promote inclusive play and learning opportunities, make reasonable adjustments to the environment and activities, and respect each child's own pace and learning style. Where

possible, I will access additional funding or specialist resources to support a child's individual needs, and will always communicate openly with families if needs exceed what can reasonably be provided.

Transitions

I support smooth transitions into my setting through meetings with families, gradual settling-in sessions and information-sharing, and smooth transitions out of my setting by liaising with receiving schools or settings and sharing support plans and observations.

English as an Additional Language (EAL)

Difficulties related solely to learning English as an additional language are not SEN. Children with EAL are closely monitored and their home language is valued; where SEND is also suspected, this is carefully assessed using appropriate strategies.

Training

As SENCO, I regularly undertake relevant SEND training and continuous professional development on inclusive practice and early identification of need.

Safeguarding and Confidentiality

All SEND matters are handled sensitively and in line with my Safeguarding and Privacy & GDPR Policies. Information is stored securely and shared only with permission or where it is in the child's best interest.

When Support Exceeds Capacity

There may be rare occasions where a child's needs exceed what can reasonably be provided in a lone-childminding setting. In these cases, I will support the family in exploring more suitable provision, work with the local authority to secure additional services, and give notice in line with our childcare contract if alternative arrangements are needed.

LEARNING, BEHAVIOUR & INCLUSION

Equality, Diversity and Inclusion Policy

To ensure all children and families are welcomed, respected and celebrated at Blossoming Bambini, creating an inclusive environment where everyone — regardless of race, culture, religion, gender, ability or background — feels valued and supported.

Legal Framework & Guidance

- *Equality Act 2010*
- *Children and Families Act 2014*
- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *UN Convention on the Rights of the Child (1989)*
- *SEND Code of Practice (2015)*

Inclusive Environment

I am committed to promoting a culture of respect, inclusion and fairness within my setting. Differences will be acknowledged and celebrated, ensuring that all children, families and any assistants feel welcome and valued.

Resources and Materials

I provide children with access to books, toys and resources that reflect diverse families, cultures, languages, abilities and experiences, to help build understanding, empathy and respect.

Celebrating Diversity

Festivals and cultural events are celebrated in an age-appropriate, respectful way, broadening children's understanding of the world and promoting acceptance.

Challenging Discrimination

Any form of discriminatory behaviour, language or attitude is challenged promptly and appropriately. I help children understand the importance of treating everyone with kindness and respect, and address any exclusion or prejudice effectively.

Anti-Bias Approach

I take a proactive, anti-bias approach, addressing any language, attitudes or behaviours that may unintentionally perpetuate stereotypes or inequality.

Partnership With Families

I value open, ongoing communication with all families, respecting each family's unique background, culture and needs, and work closely with them to ensure their child's individual needs are met.

Individual Needs and Adaptations

I adapt my provision to the best of my ability to meet each child's specific needs — including children with SEND — making reasonable adjustments to the environment, activities and resources to ensure inclusion.

Training and Development

I undertake ongoing training to enhance my understanding of diversity, inclusion and the needs of children from different backgrounds, ensuring I continuously improve my practice in line with current guidance.

LEARNING, BEHAVIOUR & INCLUSION

Observations, Cameras and Electronic Devices Policy

To set out how observations, photographs, recordings and electronic devices are managed at Blossoming Bambini, so that children's development is well supported while their privacy and safety are protected.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *UK GDPR and Data Protection Act 2018*

Sharing Observations and Photographs

Comments and photographs relating to your child may be shared with you via WhatsApp (private or group), email, a secure early years app, written learning journals, or verbal updates at the end of a session. These help us build on your child's next steps, reinforce their developing skills, and create continuity between home and my setting.

Photographs and Recordings

Photographs or recordings are only ever taken with a parent or carer's written permission, and used solely for the agreed purposes set out in the Permissions Form. To protect children's safety and privacy:

- No other adults or children are permitted to take photos or recordings on personal devices while in my setting.
- Visitors or household members with a device (including smartwatches) must leave it at the door, refrain from using it, or disable its camera, recording and sharing functions.
- Only with explicit written permission from parents will visitors be allowed to photograph or record children.

Observations of Your Child

Observations help me understand a child's development, interests and needs, recognise progress, plan meaningful activities, and offer extra support where needed. Aside from the statutory Progress Check at Age Two, there is no requirement to record every observation in writing, which allows more time for quality interactions and less time on paperwork. Observations may simply involve noticing what your child enjoys and using that insight to guide planning.

How Observations Are Shared

Although I am not required to share written records on a regular basis, ongoing communication is a vital part of working in partnership. You can expect updates about your child's activities and progress, ideas for supporting their learning at home, and anything important you share with me that helps inform their care.

LEARNING, BEHAVIOUR & INCLUSION

Children's Screen Use Policy

To set out that Blossoming Bambini is a screen-free setting, so that children's time with me is spent on play, conversation, outdoor learning and close relationships.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *DfE guidance on screen use for early years settings*
- *DfE guidance for parents on screen use (March 2026)*

My Approach

There is no screen time at Blossoming Bambini. Children do not use or watch televisions, tablets, phones, computers, games consoles or any other screens while they are in my care. I have regard to the DfE's screen use guidance, and my approach goes further by keeping the setting screen-free.

In Practice

- Screens are never used to occupy, calm or settle a child, as a reward or sanction, or at meals, snacks or sleep times.
- Televisions and other screens are not switched on in the setting while children are present.
- Children learn through play, stories, songs, conversation, creative activities, nature and time outdoors, matched to each child's stage of development.
- Children are asked not to bring tablets, phones or other devices into the setting.

Adults and Devices

Adults do not use personal phones or devices while caring for children, in line with the Observations, Cameras and Electronic Devices Policy. Any photographs or messages shared with parents are taken and sent by me, with written permission, as set out in the Permissions Form.

Online Safety

Because children do not use screens, they have no access to the internet in my care. Any images of children are only taken and shared as set out in the Permissions Form.

Working With Parents

I am happy to talk with families about screen use at home, and can share the DfE's guidance for parents. Parents are asked to support the setting's screen-free approach by not letting their child use a device during drop-off or collection.

SETTLING IN & DAILY CARE

Settling-In and Transitions Policy

To ensure a smooth, supportive process when children are settling in with me, or transitioning between settings, activities, or on to school.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026) — Sections on Transitions*

- I provide a flexible settling-in process, tailored to each child's individual needs and involving parents and carers throughout.
- A 'gradual introduction' approach may be used, starting with short sessions and gradually increasing as the child becomes more comfortable.
- Parents are encouraged to share information about their child's routines, likes, dislikes and any concerns.
- I support a child's transition into and out of my setting with ongoing communication and updates to parents and carers.

> *"Children must be supported to feel safe, secure and confident when transitioning between settings or activities."*
>
> *— EYFS Statutory Framework*

SETTLING IN & DAILY CARE

Arrival and Collection Policy

To ensure that every child is safely and securely dropped off and collected from Blossoming Bambini, with clear, consistent procedures that safeguard their welfare.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Working Together to Safeguard Children (2023)*
- *Local Safeguarding Children Partnership guidance*

> *"Children must not be released into the care of anyone who is not known to the provider unless the parent has notified the provider that they have arranged for this."*
>
> *— EYFS Statutory Framework*

Procedures

- Children must be brought and collected by a known, authorised adult listed on the child's records.
- Parents and carers must inform me in advance if an alternative adult will collect their child, providing a password and/or photo ID.
- Unknown adults will not be permitted to collect children unless prior authorisation and identification has been confirmed.
- All arrivals and departures are logged, including times and the names of collecting adults.
- Children will only be released to individuals aged 18 or over.

Arriving Asleep

I cannot accept a child into my care while they are still asleep, for example in a car seat, buggy or pram. Every child must be handed over awake, so that I can check them over, settle them properly, and ensure their sleep takes place safely in an appropriate sleep space in line with my Safer Sleep Policy. If your child has fallen asleep on the way to my setting, please wake them gently before drop-off.

Late Collection

- If parents or carers are delayed, they must let me know as soon as possible.
- Children continue to be supervised and cared for safely until collected.
- Repeated or excessive late collections may result in an additional charge, in line with the childcare contract.
- Late collection incidents are recorded.

Non-Collection Procedure

If a child is not collected within 30 minutes and no contact can be made with parents or emergency contacts, I will follow safeguarding procedures, which may involve contacting local authority children's services or the police. Children are never taken to another location or left with an unauthorised adult.

SETTLING IN & DAILY CARE

Transportation Policy

To ensure that children are safely transported to and from Blossoming Bambini or on outings, following clear safety guidelines.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Road Safety Authority guidelines*
- *Health and Safety at Work Act 1974*

- Parents and carers must provide written consent before any transportation takes place.
- Appropriate child seats, booster seats and safety belts are used in line with UK road safety laws.
- I ensure the vehicle used is insured, safe and well maintained.
- A risk assessment is carried out before any trip, and all children are accounted for throughout transportation.

SETTLING IN & DAILY CARE

Visitor and Volunteer Policy

To ensure that any visitor or volunteer at Blossoming Bambini is appropriately vetted, supervised, and complies with my safeguarding policies.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Safeguarding Vulnerable Groups Act 2006*

- All visitors sign in on arrival and wear a visitor's badge while on the premises; I record relevant details about the visit in the visitor record.
- Any visitor who is not familiar to me, or who does not hold a DBS check, is accompanied at all times.
- Volunteers, including those who are supervised at all times, must hold a satisfactory enhanced DBS check before working with children.

PARTNERSHIP & ADMINISTRATION

Parent and Carer Partnership Procedure

Strong partnerships with families are at the heart of Blossoming Bambini. This policy sets out how I work together with parents and carers to support every child's care, learning and wellbeing.

Legal Framework & Guidance

– *EYFS Statutory Framework for Childminders (as updated for September 2026)*

Before Your Child Starts

- I gather detailed information about your child's routines, likes, dislikes, allergies, dietary needs and any additional needs before their first day, using an 'All About Me' form.
- We arrange settling-in visits so your child can become familiar with me, my home and the other children in my care.
- You will be given a Welcome Pack with key policies, contact details and what to expect from your child's first few weeks.

Day to Day Communication

- Daily updates are shared verbally at collection, and via WhatsApp or a secure early years app.
- You are welcome to share anything happening at home that may affect your child's day — I will always treat this sensitively and in confidence.
- I hold regular informal conversations, and a more detailed catch-up at least once a term, to discuss your child's progress and next steps.

Two-Way Feedback

I welcome your feedback, questions and ideas at any time — whether that's a quick word at collection, a message, or a longer conversation. Working together, in an open and honest way, helps me give your child the best possible care.

Confidentiality

Information shared with me about your family is kept confidential and handled in line with my Privacy and GDPR Policy, and only shared with others where necessary for your child's safety and wellbeing.

PARTNERSHIP & ADMINISTRATION

Compliments, Concerns and Complaints Policy

This policy sets out how compliments, concerns and complaints are handled, supporting open communication and continuous improvement so every family receives high-quality, safe and responsive care.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*

Principles

- Openness — parents and carers are encouraged to share views and feedback freely.
- Accessibility — the process is straightforward, clear and easy to follow.
- Confidentiality — all concerns are treated sensitively and in line with data protection law.
- Impartiality — complaints are handled fairly and without bias.
- Timeliness — issues are addressed promptly, within clear timescales.
- Resolution-focused — the aim is always a constructive, positive outcome.

Compliments

I welcome and value positive feedback, which can be shared verbally or in writing, and helps me reflect on and continue what families appreciate most.

Concerns

Minor concerns often arise and can be resolved quickly through informal conversation. Parents and carers are encouraged to raise issues directly with me at the earliest opportunity, in a calm, solution-focused way.

Making a Complaint

A complaint is any expression of dissatisfaction with the care or service provided.

- Stage 1 — Informal: discuss your concern directly with me to allow early resolution.
- Stage 2 — Formal: if unresolved, submit a written complaint including your name and contact details, the nature of the complaint, and your desired resolution.
- Stage 3 — External resolution: if still unresolved, you may contact Ofsted for complaints relating to EYFS compliance, on 0300 123 4666 or www.ofsted.gov.uk.

I will acknowledge a formal complaint in writing within 5 working days, and investigate and respond in writing within 28 days, outlining what was investigated, my findings, and any action taken.

Records

All formal complaints are logged with outcomes and actions, and stored securely for three years, in accordance with EYFS requirements and data protection legislation.

PARTNERSHIP & ADMINISTRATION

Privacy and Data Protection (GDPR) Policy

To ensure that all personal data is handled securely and lawfully, in accordance with UK data protection law.

Legal Framework & Guidance

- *UK General Data Protection Regulation (UK GDPR)*
- *Data Protection Act 2018*
- *EYFS Statutory Framework for Childminders (as updated for September 2026)*

- Personal information about children and families is stored securely, both electronically and on paper, and is only accessible to authorised people.
- Data is collected for specific, legitimate purposes (such as emergency contacts and medical records) and is never shared with unauthorised third parties.
- Families are informed of their rights regarding data access, updates and deletion.
- Any data breach is recorded and, where necessary, reported to the Information Commissioner's Office (ICO).

> *"Providers must ensure that information about children and families is kept confidential and only shared with authorised individuals for safeguarding and welfare purposes."*
>
> — *EYFS Statutory Framework*

PARTNERSHIP & ADMINISTRATION

Funding Policy

To set out clearly how government-funded childcare hours work at Blossoming Bambini, so families can make informed decisions about their child's place.

Legal Framework & Guidance

- *EYFS Statutory Framework for Childminders (as updated for September 2026)*
- *Childcare Act 2006*
- *DfE Early Years Entitlements guidance*

Funded Places

- I offer 15 and 30-hour government-funded places, subject to eligibility and funding availability.
- Families are responsible for confirming and renewing their own eligibility for funded hours through the HMRC Childcare Service.
- Funded hours are allocated as part of a child's overall agreed schedule and do not automatically include meals, snacks, consumables or additional activities, which may be charged separately — details are set out in your individual childcare contract.
- Tax-Free Childcare is also accepted, and I will support you with any paperwork needed to set this up.

How Funding Works With Your Contract

Funded hours are combined with any additional paid hours to make up your child's full agreed day. Any change to your funded eligibility, entitlement, or provider allocation should be shared with me as soon as possible so we can update your contract accordingly.

Fees

Current fees are available upon request and are set out in full in your individual childcare contract, alongside our Unpaid Fees Policy.

PARTNERSHIP & ADMINISTRATION

Holidays and Pre-Planned Absences Policy

To set out clearly how holidays and planned absences — for both children and myself — are managed, so families can plan with confidence.

Legal Framework & Guidance

– *EYFS Statutory Framework for Childminders (as updated for September 2026)*

Family Holidays and Planned Absences

- Parents and carers are asked to give as much notice as possible of any planned holiday or absence, using the notice period set out in the childcare contract.
- Fees remain payable during a child's planned holiday or absence, to secure their place, unless otherwise agreed in the contract.
- Please let me know as soon as possible about any unplanned absence, such as illness, so I can update records and adjust the day's plans.

My Own Holidays and Closure Days

- I will give families as much notice as possible — usually a minimum of one month — of any planned holiday, training day, or setting closure.
- A calendar of planned closure dates is shared with families at the start of each year and updated as needed.
- Fees during my own pre-planned closure days are set out in your individual childcare contract.

Unplanned Closure

In the rare event that I am unable to open due to illness or an emergency, I will let you know as early as possible and, wherever I can, help you explore alternative care options. As I am not able to provide the service on these days, fees are not payable by parents or carers for any session I am unable to open.

PARTNERSHIP & ADMINISTRATION

Unpaid Fees Policy

To set out a clear, fair process for managing childcare fees, so that Blossoming Bambini remains a sustainable, professional service for every family.

Legal Framework & Guidance

– *EYFS Statutory Framework for Childminders (as updated for September 2026)*

Payment of Fees

- Fees are due in line with the payment schedule set out in your individual childcare contract.
- Invoices are issued in advance, and payment is expected by the agreed due date.
- Fees remain payable during a child's holidays, sickness absence, and my own pre-planned closure days, as set out in the contract, to secure your child's place.

If a Payment Is Missed

- If a payment is not received by the due date, I will get in touch promptly and informally to resolve the matter.
- If a payment remains outstanding, a formal written reminder will be issued, setting out the amount owed and a revised deadline.
- Continued non-payment may result in a late payment charge, as set out in the contract, and in serious or ongoing cases, suspension or termination of the childcare place.

Working Together

If you are experiencing financial difficulty, please speak to me as early as possible — I am always happy to discuss a fair way forward together.