

Childminding Best Practice Newsletter

Issue 18: Spring 2018



Welcome to the Spring 2018 Childminding Best Practice Newsletter. I produce this newsletter four times a year to promote childminding best practice topics with a focus on safety, health, diversity awareness and childminding in the great outdoors (Forest Childcare). I also use it to highlight any changes to legislation or policy that may affect your childminding business.

In this issue:



[Sample Privacy Policy for the GDPR and other updates](#)



[Free Mothers' Day card template with guided EYFS observations](#)



[What would you do if you had a child not eating?](#)

- [Forest Childcare Association news](#) and stories – members describe their outdoor experiences, plus links and activity ideas
- [Crafts](#) focus on Mothers' Day
- [Articles, Blogs and Information Pages](#)
 - How to write a long term plan for your childminding setting
 - Quiz: exclusion periods
 - Business tips for childminders
- [Safety and Health best practice –](#)
 - Child safety week
 - Emotion coaching

- [Inspirational best practice](#)
 - How to make a wormery
 - Fact or myth: daily register must be signed by parents
 - What would you do if this happened to you: child not eating
- [EYFS Paperwork, Policy and Legislation News](#)
 - GDPR – free privacy template for childminders
 - Online SEF form removal
- [Free product updates](#)

The next issue (Summer) will be coming out in **June 2018**.

Thank you to everyone who sent in contributions to this newsletter. I welcome contributions from readers on all aspects of childminding best practice.

Happy reading!

Kay



Forest Childcare Association news

Forest Childcare trips are taken over time and it is important to go back to the same places over and over again. Each time you do a walk, something will have changed, because that is what nature does. And over time, children build familiarity with places and they become 'your special places'.

Forest Childcare members make a commitment to weekly outdoor outings.

Welly Wednesdays – contributed by Emily Mackwell



“We have been enjoying our outings - we call them ‘Welly Wednesdays’”

We have been enjoying our outings - we call them 'Welly Wednesdays'.

We linked our adventures during Jan to taking part in the big bird watch survey that the RSPB run annually. We made 'detective binoculars' to take on our excursions and we looked for birds in gardens, parks and the woods recording our findings on our special detective sheets.

In Feb and March we started to look for signs of spring such as daffodils, crocuses, blossom forming on trees, birdsong etc. and based our playroom 'art wall' on a 'Seasons Tree'. The children decorated the tree trunk with bark found on our outings and made a canopy of pink tissue paper blossom. The tree will then evolve throughout the year as we look at how trees change along with its inhabitants during the different seasons and on our outings.

What the Health and Safety Executive says about risk taking

If you ever wanted to know if the HSE really does expect you to 'ban all risks' then [read what they really have to say](#).



Forest Childcare Facebook Page

The Forest Childcare Association has its own [Facebook Page](#). Please like my page and enjoy the links, stories, craft and activity ideas, poetry, photos and inspirational ideas I share. Liking my page is a great (totally free) way to support the work of the Forest Childcare Association whether you are member or not.

Peanut butter bird feeders – *contributed by Donna Gladwin*



Our bird feeders are made by covering a cardboard tube (toilet roll) in peanut butter and then rolling them in bird seed. Mix the peanut butter in a bowl first to make it soft. Put a string through the middle and hang from a tree. Little ones loved this activity. Obviously not suitable for people with nut allergies!

Going pond dipping – *contributed by Rachel Hayes*

We have been out and about doing numerous Forest Childcare activities throughout the year however, recently we have been enjoying some pond dipping at one of our favourite local country parks. We linked up with a couple of other childminders and their children and found that pond dipping not only provides wonderful learning opportunities, (talking about safety around water, different varieties of pond life, sharing and taking turns, controlling tools and equipment, getting to know the local environment etc. to name but a few) but also linked really well with our overall 'minibeast' theme. The children were all very excited and enthusiastic, and found the whole experience very enjoyable.



How to do Forest Childcare when you live in urban, built-up areas

Some thoughts on doing [Forest Childcare if you live in a town or city](#) and making the most of the 'wild' spaces you have near you. It is also my challenge to people who say that Forest Childcare isn't 'proper forest school'.

Digging for dinosaur bones – *contributed by Angela Green*



I love Angela's idea for a Forest Childcare activity: digging for dinosaur bones.

Going on a Gruffalo Hunt – *contributed by Nicki Tayler*

Our favourite outdoor outing has probably been our trip to Alice Holt Woods to hunt for the Gruffalo. The children loved wandering through the muddy forest and squealed with delight when we found him!



I am lucky enough to work closely with my best friend who is also a Forest Childcare Provider, which means we can do lots of outdoor activities which are further afield or a little more daring, knowing that there are an extra pair of eyes and hands to keep everyone engaged, happy and safe.

It's a Gruffalo!

Find your closest woods with [Gruffalo sculptures](#) using this link from the Forestry Commission.



[Childminding Best Practice Club – monthly activity packs and membership](#)

Art and Activity Ideas

NEW: Childminding Best Practice Club – Themed Activity Packs emailed to you - £2.50 per month – next month is ‘Farm Themed’

Members of my [new Childminding Best Practice Club](#) are emailed a monthly pack of themed activities, plus activities that support continual professional development (CPD). Please join today to get templates and instructions for fun farm-themed activities like these:



Kids To Go says goodbye to glitter

For environmental reasons, many child care providers have banned glitter in their settings and I no longer use glitter in new packs I am making going forward. All of the projects in my packs can be made without glitter or with glitter alternatives such as tin foil squares, coloured sand or salt, coloured rice, lentils, bright paint and biodegradable glitter. Read more about the [glitter issue here](#).

Mums like owls – free printable Mothers’ Day card with guided EYFS observations



Here is a cheap card you can make for Mother’s Day while observing the children’s knowledge of sizes and placement. Download the [free template with guided EYFS instructions](#) here.

Handmade Mothers' Day ideas contributed by readers

Lots of lovely keepsake ideas for the handmade touch.



Contributed by Donna Mercer



Contributed by Joanne Pitts



Contributed by Sophie Hesketh



Contributed by Teresa Boxall



[Articles, Blogs and Information Pages](#)

Information pages on www.childmindingbestpractice.com

I have added lots of new information pages to my [Childminding Best Practice website](#) where I also publish my blog articles. On this site you can search for information, articles, links, and support by topic including:

- [Inspection](#)
- [New to childminding](#)
- [Continual Professional Development \(CPD\)](#)
- [Official document links](#)
- [Business tips for childminders](#)
- [Themes for childminding settings](#)
- [Easter free printables](#)

Remember to [“follow” my blog](#) to receive articles by email. You just need to enter your email address. Please note that the blog is not the same as my newsletter.



How to write a year plan (long term plan) for your childminding setting

Step by step instructions – great article if you are new to planning [\[more\]](#)

Quiz: how well do you know your childminding exclusion periods?

While exclusion periods are ultimately up to you, it is also nice to know what the government guidelines say [\[more\]](#)



[Like me on Facebook](#)

Please [Like me](#) on Facebook

Please like and follow my Facebook page. I share inspection tips, craft and activity ideas, news stories affecting childminders, articles supporting best practice, legislation updates and some funnies. Liking my Facebook page is also a totally free way to support my small business and I really appreciate you taking the time.



Get art projects, colouring pages and activities for 15 safety and health topics for childminders with a [Be Safe Be Healthy Pack](#).

Safety and Health

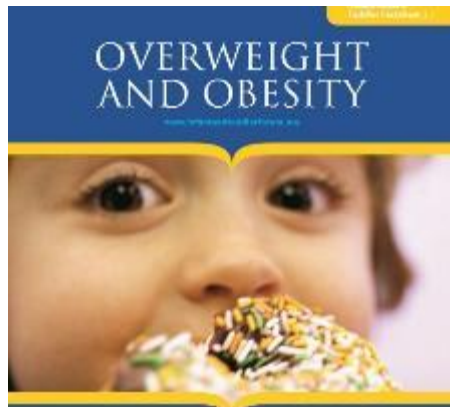
Child Safety Week is 4th -10th June 2018

[Child Safety Week](#) is run by Child Accident Prevention Trust to raise awareness of the risks of child accidents and how they can be prevented. They provide a range of resources to help practitioners run local activities and events and promote safety messages in a fun and engaging way.

Emotion Coaching

Lots of great points about “[emotion coaching](#)” in this article – why you shouldn’t tell children not to ‘feed sad’. Article teaches parents (childminders) to “acknowledge their child’s negative feelings, and respond with empathy.”

Overweight and Obesity Factsheet and Guidance and Tips



World Health Organisation warns that four in ten youngsters, 4.35 million five to 19-year olds, in Britain are overweight or obese. This reflects an increase in levels of obesity, up from the 2.66 million overweight or obese young people reported in 1975. We know that the toddler years are an ideal time for families to make lifestyle choices to prevent obesity in childhood and that healthy family lifestyles are key to preventing childhood obesity. For more advice on addressing overweight and obesity, take a look at our [Overweight and Obesity Factsheet and Guidance and Tips](#).



[Inspirational best practice](#) ideas, stories and links

How to make a wormery from a 2 litre bottle – *contributed by Samantha Boyd*

Start by cutting the top off of a 2 litre bottle. Then add alternating layers of sand and mud so from the side you have clear stripes.



Gather some worms and put them in. It is then easy for you to see how the worms work because they will mix up the sand and the mud. The children have found this fascinating as you see the worm tunnels.

In order to encourage the worms to go right to the edge of the bottle, put black paper around the outside of the bottle. Remove it to see the worm tunnels.



Fact or Myth: You must get your daily register signed by the parents

Myth: The EYFS Stat Framework (3.76) states that 'Providers must make a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person.' The Statutory Framework makes no reference to the register needing to be signed by parents. How you choose to keep this register is entirely up to you. Please note that if you look after funded children your local authority may have different forms with different rules and the parents may need to sign them. But it is a myth that all childminders have to get their ordinary daily registers signed by parents

Support parents suffering from loneliness

Action for Children has created a [free, downloadable, toolkit](#) for practitioners to help support parents suffering from loneliness.

Talking Point

This website is great for information on children's communication including a ['progress checker'](#) so you can check the progress of a child's speech development.



What would you do if this happened to you: child not eating?

You are having issues with a 2 ½ year old not eating. You ask her what she wants for lunch and make the sandwich she requested but then she refuses to eat it. You decide that you are not going to let her get down from the table until she has eaten at least one square of sandwich. But now you worry you are being too harsh. What should you do?

Here's what other childminders say:

Personally I'd let her get down but present her with it again when she says she's hungry.

How about just letting her get down but showing her the food is still on the table and she can go back to it any time she wants/?

I would treat it like lunchtime at school or nursery. There is a time to eat and then it ends.



Don't give her anything else to eat or she will make it her habit.

I would let her get down but ask her to come back to the table when she is ready, and only give her the same food. Give her water to drink. That way the other children aren't upset by the bad feelings around the table. I had one like this. He often would eat all the food up but in his own good time. It was very much a control thing. In the end if he did not start eating at the same time as the other children I would say right, go back and play and come when you are ready. I would then laugh and joke or read to the children at the table. He would quickly come back and say he was ready and eat it up. I realised me not being bothered and not giving him loads of attention was the way to go.

My rule is sit at table till finished ... I'd give maybe 30 mins to eat and if refusing after that remove food and offer nothing else.

I used to use a timer for one of my little ones. Otherwise he would sit all afternoon. Once he realised he had half an hour or it went in the bin he soon started eating. They are all so different it's finding the right method for each one.

I've always said that it's dinner time so we're sitting at the table till that time is over. You don't get anything else if you refuse to eat it. It's this or nothing, and I always say if you don't want to eat it that fine it's your choice but we will all be sitting here anyway.

I would make her stay seated whilst everyone else is eating and let her get down when everyone is finished. It it's not fair to make her sit there until she has eaten the food.

I'm not a fan of leaving food till a child can be bothered to eat it. At mine they're all up to the table for lunch (or dinner) they all sit and eat/chat etc. When they're all done (or had enough) they get down. Snack is snack time, then tea is tea time. She'll learn. Fruit is always offered, treats only if they've had a decent try at their meal. I find they all get there with the routine in the end. Just ignore her behaviour completely, while still involving her in all the chat etc. When she does finally eats it, ignore that too! Simply no fuss, just normal. It'll take the pressure off her and you.

Make a car park – contributed by Julie Ramskill

This is such a simple but fabulous idea for your car mat. Thank you Julie for a great idea.



Tips for Outstanding Ofsted Inspections

Here's a tip: don't share any "unconventional" opinions about anything with the Ofsted inspector. Happen to feel that too much hand washing is contributing to allergies? Normally don't wash the children's hands before every meal on purpose to ensure that children are exposed to 'normal levels of dirt'? (This is me by the way, don't judge.)

Your Ofsted inspection is not the place for this discussion or to air that opinion. She will be looking to check that you help the children to wash their own hands before you eat!

Ha! Ha! Ha!



Childminding
Humour

‘Do you charge while the baby is sleeping?’ And other ridiculous things that parents ask childminders

Please send your own funny stories of the silliest thing a parent has ever asked you, or something funny that has happened to you to kay.woods@kidstogo.co.uk. Thank you Sarah Millard – that quote never fails to have me in stitches! We all need a good laugh, so please email me with some funnies!

I had a child I cared for come in excited holding her birthday invitations in hand and said, “I am going to hand these out at school today.”. My reply was, “oh that’s nice. Where are you having your birthday party and when?” Child’s reply was, “here silly as I am here on my birthday.” Me looking very confused said, “Can I have one of those invitations please?”

I opened one envelope and pulled out the invitation and it read that this child’s birthday was at mine after school the following week and all children had to meet me at school gates. This child had 40 invites written in her mother’s hand writing!!! I had to explain to the child in a delicate way that this could not happen and her mother had not even asked. What a situation to be put in!!!! – *Contributed by Bev Metcalf*

Could I do their ironing????

“Can you breastfeed my baby!” – *Contributed by Joanne Jenkins*

“Can you only use wipes if they poo and not for wet nappies. It’s a waste of wipes.”

I had a parent once who was slightly odd. She spoke of her child like a springer spaniel and said, “he needs an hour run in the morning, just like a dog If you want him to come back to you just whistle??!!” Thankfully I was only involved with the family for 4 months. - *Contributed by Alison*

I once had a parent drop children off and ask to use the loo. When she came out she said, “I’ve used some of your deodorant cuz I forgot mine and I’ve had a squirt of your perfume. Hope it’s OK.” These were in the closed airing cupboard in the bathroom!



Helping you to stay on top of the paperwork

EYFS Paperwork, Policy and Legislation News

General Data Protection Requirements (GDPR) for childminders

The GDPR will apply in the UK from 25th May 2018 despite Brexit. You will need to review the way your process information on parents, children and staff. You will also need to update your "Privacy and Confidentiality Policy" and make an amendment to your contract. You should share your new privacy notice with parents who already use your setting and get them to sign the amendment to your contract.

You should: Make a list of all the personal information that you store on parents, children and staff in your setting.

Check that the personal information and data you hold on people is:

- Up to date and accurate
- Kept secure
- Adequate, relevant and not excessive
- Lawfully processed (see below)
- Only kept for as long as necessary
- If you have staff, make sure that they are also aware of your processes regarding personal information.



You should: Update your Privacy Notice

Update your Privacy Notice and permissions from parents to include information about how the data you hold on people is being lawfully processed. Here is a sample privacy policy you can adapt for your setting:

Confidentiality and Privacy Policy

In order to work as your childminder I am legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. Other information that I collect is not a legal requirement but will help me to do my job as your childminder. I will need to process information such as: personal details, family details, life style and social circumstances, financial details, GP contact details, inoculation details, allergy details and digital photographs. I also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. I have a legal requirement to collect and process some of this personal information about you and your child. I need you to sign to say that you are happy for me to collect and process the non-statutory information I need to best look after your child.

All information on children and families is kept securely and treated in confidence. I am registered with the Information Commissioner's Office (ICO) and am aware of

my responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information I have on file will only be shared if you give permission or there appears to be a child protection issue. I will only share information about your child with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any of the information that I hold on you or your child at any time.

If your child attends nursery or another setting while in my care, or arrives from nursery, school or another setting, then we will need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information I learn to you.

When your child leaves my setting I will only store information on you or your child for as long as is necessary. Anything I don't need to keep I will delete from my computer or shred. I may hold onto some photographs for my own personal use in albums or displayed in my house. Your child's learning journey will be sent home with you on your last day.

If you have any complaints with the way you feel I have handled any of your personal data, please speak to me in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioners Officer (ICO) if you feel I have not resolved the complaint to your satisfaction.

Here is a sample permission box you could ask parents to complete. If you use my Contracts, Policies and Forms, you would add this as an amendment to your Contract and make sure that all the parents who use your setting have signed it:

____ I give permission for the childminder to collect and process non-statutory information about my child such as the name of my child's GP, interests, likes and dislikes etc, as well as sensitive classes of information including your child's racial or ethnic origin, religious or other beliefs, and physical or mental health details. This information will be kept confidential.

You should: Register with the Information Commissioners Office (ICO)

In the past many childminders have got out of registering with the ICO because it was felt that the ICO only cared about the storing of digital photographs. Childminders could get out of paying by saying, "I don't need to register as I don't store photos on my computer; I print then delete."

The GDPR requires "every organisation that processes personal information must register with the ICO". So the wriggle room to avoid the ICO registration fee has gone. ALL childminders will need to register with the ICO because all childminders

must legally record and store personal information as a requirement of the EYFS statutory framework. [Information about registering with the ICO as a childminder](#) is here.

Many councils are putting on training sessions for childminders and I recommend you take one if you can. For general information from the ICO about GDPR read Preparing for the GDPR: [12 steps to take now](#). This is one of the most useful articles I have read so far that is [specifically written for early years providers](#).

Please note that the information I'm presenting to you here is correct to the best of my knowledge but I am not an expert. If your council tells you something that directly contradicts something I've written here, please do as they say and most importantly TELL ME so that I can correct the information that I am sharing with others. Thank you.



The [Ultimate Childminding Checklist](#) is 3 checklists in 1 including a count down to your Ofsted Inspection.

Removal of the Ofsted Online Self-Evaluation Form (SEF) from 1st April

Ofsted is removing its online self-evaluation form on the 1st April. **Please do not throw away any SEF forms that you may have already completed.** It will still be an Ofsted requirement to self-evaluate your practice and to reflect on your priorities for improvement. They are simply doing away with the form. Many Ofsted inspectors may still be very pleased to view a copy of your setting's self-evaluation prior to your inspection – so it might be a good idea to keep a copy of your existing SEF as a Word document that can be emailed. So you have not 'wasted your time' if you have a thorough self-evaluation in place. You can use it as a basis for starting an in-house method of self-evaluating in future.

I will be replacing my SEF model answers with a **new Guided Self-Evaluation Pack** that you can use to structure your own in-house self-evaluations going forward. It will be thorough, complete and ideally actually useful, but without a lot of the repetition and waffling that was required to fill in the Ofsted version. Like my model answers, it will include actual examples of what to write on it. I will let you know when this new product is ready (before 1st April).

[Free Product Updates](#)

Contract, Policies and Forms Pack

These documents have been updated to reflect the requirements of the GDPR. Please see the section [EYFS Legislation Updates](#) above for details of the changes so you can update your own documents. If you have previously purchased this pack from me and prefer to have an updated Contract, Policies and Forms pack emailed to you free of charge, please send an email to kay.woods@kidstogo.co.uk. Please give me a few days to respond as I am likely to be inundated with requests!!!

If you like reading my newsletters, chances are your childminding friends will like them too. Please share this newsletter on social media such as Facebook.



