Childminding Portfolio

What is it?
The Childminding Portfolio is a series of working documents that provide the foundations for the day-to-day running of your Childminding setting.

Do we have to have it?
You will find that you already have much of the documentation in place, as required by Ofsted. You may find it beneficial to gather it together in a more organised and structured way.

What does it look like?
There is not a specified format for organising a Childminding Portfolio. Most Portfolios' have the relevant current documents, kept together in a ring binder. It is useful to have this divided into sections and include a contents page.

Whichever system you use, your Childminding Portfolio should be accessible, easy to use, current and relevant.

Who's it for?
The Childminding Portfolio provides an essential reference for you as a childminder, students, volunteers, quality assurance scheme mentors and Ofsted. In addition the information is to be made available to all parents. Parents should be made aware of your Childminding Portfolio when their child joins the setting and access to the portfolio should be given whenever parents request it. It is good practice forchildminders to keep it in a safe but accessible location.

What should be included in a Childminding Portfolio?
Set out below is some guidance on what to include in your Childminding Portfolio. As well as these documents, you could also include any relevant articles from magazines or newspapers, or any information you have found on the internet.

It is a good idea to organise your portfolio in line with the Every Child Matters outcomes and EYFS – Early Years Foundation Stage. This will help you evaluate your practice. You may like to include the relevant pages from your Self Evaluation documents here.

(1) Background information- this should include an overview of your childminding service. This is your opportunity to give parents an introduction to you and your family and some information about the service you are providing.

(2) Training Checklist – include a list of all the training courses you have attended and the dates for renewal of your First Aid, Safeguarding Children and Food Safety certificates.

(3) Policies and procedures – these will provide a comprehensive framework for your childminding practice and may include the following (please note the list below is not intended to be definitive):
(4) Helping Children to be Healthy

- List of recommended items for your First Aid kit (attached)
- Record of any pet vaccinations and worming procedures
- Current guidelines on communicable diseases (attached)
- Food Safety leaflet (attached)
- Sample Accident book/accident reporting forms
- Sample Administration of medication forms

(5) Protecting Children from harm or Neglect and Helping them Stay Safe

- 'What to do if you’re worried a child is being abused’ booklet
- Current flowchart and telephone numbers for who to contact if you are worried about a child in your care
- Emergency / Evacuation Plan
- Fire Safety Law (attached)
- Record of fire drills (sample attached)
- Smoke alarm test records sheet (sample attached)
- Daily risk assessment sheets (sample attached)
- Risk assessment sheets for outings (sample attached)
- Health and Safety Information (attached)

(6) Helping Children achieve well and enjoy what they do

- Equipment Inventory and Resources List
- Activities Routinely Provided for Children
- Activities Occasionally Provided for Children

It may be useful to include photographs as evidence of the activities you provide.

(7) Helping Children make a positive contribution

- Inventory of equipment and activities which positively reflect diversity
- Equal opportunities information (attached)

(8) Organisation

- Ofsted parent’s Poster
- Details of your public liability insurance
- Car insurance and MOT documents
(9) **Partnership with Parents/Carers**

- Welcome letters
- Newsletters
- Useful contact numbers

(10) **Continuing Professional Development**

As a registered childminder, you will receive some KEEP (Key Elements of Effective Practice) inserts to organise your on-going professional development. You can use these in this section of your portfolio to organise documents relating to your own professional development. These could include:

- Training Certificates
- Details of forthcoming training Meetings attended, e.g. childminding network, childminding groups Notes of visits by Quality Assurance Mentor, Childminding Support Co-ordinator, Early Education Support Team, etc

**Policies for Childminders**

**What is a policy?**

- A set of guidelines of how you will act if a certain situation arises.
- A statement about what services you offer and how you deliver them.
- A statement of how you will work within the framework of your statutory duties as lay down within your Ofsted registration. Many policies will go beyond these legal requirements to ensure that what you provide as a childminder is not just lawful and satisfactory care but good-quality or outstanding care.

**Why do we have policies?**

- To provide a comprehensive framework for your service
- To aid communication with families
- As evidence for Ofsted inspections
- To help identify strengths and development areas in your childminding service
- To create a positive and professional image
- To provide clear expectations of the roles, rights and responsibilities associated with your childminding service
- To guide action when a difference of opinion occurs between yourself and a parent/carer
- To allow you to plan in advance how to act, rather than having to make hasty decisions in response to a problem that has already occurred.
- To offer safeguards for children, childminders and parents/carers/families

The development of a policy gives childminders a chance to clarify their individual views and reflect on their practice and procedures.

**This means that you cannot just copy the policy statement of another childminder**, as it is the process of clarifying what assumptions underlie the actions.
What makes a good policy?

- It is straightforward and easy to understand, using clear language
- It is specific to the childminder’s individual circumstances
- It sets individual expectations for the childminder’s setting
- It is a working document and should be reviewed regularly
- It is made available to parents/carers (parents/carers could possibly sign a slip to confirm that they have read the policies)
- It reflects current relevant legislation and guidance pertaining to safeguarding children, equal opportunities, first aid, etc. (i.e. Suffolk Safeguarding Children Board, Ofsted, The Children Act)