



## Roaring Rhinos Behaviour Management Policy

As a registered childminder it is my duty to keep children safe from harm when in my care. It is important to set boundaries from the onset and to behave as a role model for the children. All children and their adults are happily welcomed into my property where they will be treated with care, friendliness and courtesy. I aim to provide an environment where everything is safe and fun, children will be taught to share, take turns and socialise among fellow peers. By doing so children will be able to flourish and develop social skills that will help them be accepted in society.

There are house rules to set the boundaries and to ensure the smooth running of the day and the children will be encouraged to develop their social skills through many different activities. I aim to encourage the children to be friendly, to take care of one another and the toys and to be polite.

I will not use any physical or any other form of punishment that will cause the child any harm physically or mentally.

### Procedure

Due to a lack of speech that some of the children snatch or push in order to get their chosen toy. I will use positive strategies for handling any conflicts by helping children find solutions in ways that are appropriate for their age and stage of development - for example distraction, praise and reward.

I will encourage appropriate behaviour by ⇒ Setting a good example and being a positive role model for the children. ⇒ Praising the children for examples of good behaviour ⇒ Being consistent with techniques and explanations of why some behaviours are unacceptable ⇒ Praising children to their parents ⇒ Understanding the different age/stage development expectations

Unwanted behaviour will be dealt with professionally. There will be clear guidelines for what is acceptable and I will use distraction and explanations techniques to stop the unwanted behaviour from taking place. In consultation with the parents I will be able to agree an appropriate way of behaviour management.

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I will only use physical restraints to stop/prevent an accident or injury.

I believe that positive behaviour should always be rewarded with lots of praise and if a child is struggling with his/her behaviour then invariably praising the positive overrides the negative behaviour. Sometimes when children want to demonstrate their affection they can become "heavy handed", due to their poor understanding of the difference. By demonstrating stroking rather than thumping this eventually teaches the child to be more affectionate and less aggressive.

When a child behaves in a manner that is not acceptable then initially I will use the technique of distraction, if they continue with the behaviour then the child will be withdrawn from the situation and quietly told not to do that. Children will be encouraged to say sorry which normally involves the children giving each other a big hug. If there is a serious behavioural issue, then the parent is spoken to in confidence and between us we will work out a positive strategy to help the child overcome his frustration/weakness.

House rules to follow ⇒ Children to sit at the table when eating a snack or meal. ⇒ Children to help where possible to tidy away the toys ⇒ Calm and gentle voices to be used ⇒ Sharing of the toys to allow everyone to participate ⇒ Toys, furniture and equipment are to be handled appropriately and with care ⇒ Chairs are for sitting on ⇒ Be kind and speak nicely to each other while including others in our play. ⇒ We all take off our shoes when entering the house to stop the spread of germs amongst crawling babies ⇒ We do not swear, fight or

## **Roaring Rhinos Working in Partnership Procedures with other Professionals**

I work in partnership or in tandem with, local and national agencies to promote the wellbeing of children. I meet regularly at the Local Children's Centre to keep informed of local developments and to share ideas with other Childminders and refer any knowledge back to relevant departments in the school. Procedures are in place for sharing of information about children and families with other agencies; please see relevant consent forms for Information Sharing. These are set out in the Information Sharing Protocol, Safeguarding Children procedures and the Special Educational Needs and Disabilities Procedures. Information shared by other agencies with us is regarded as third-party information. This is also kept in confidence and not shared without consent from that agency.

When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected. We follow the protocols for working with agencies, for example on child protection. Staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child(ren) during their visit. I do not casually share information or seek informal advice about any named child/family. When necessary I consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

## **Roaring Rhinos Confidentiality Policy**

As we are dealing with children, a vast amount of information will need to be shared between myself as the childminder and you as the child's parent/carer. Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

Parents have the right to inspect all records about their child at any time. All documentation relating to your child is stored in a file, which is kept locked and not accessible to any other party.

I will not discuss your child with others unless I have permission from you. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see my Safeguarding Children Policy.

In an emergency which involves hospitalisation of me or a child in my care, it may be necessary to give contact telephone numbers and allergy information to another trusted person who will also adhere to this policy. You would be informed if this information was ever passed on.

All parents have access to my policies and procedures via my website ([www.roaringrhinos.com](http://www.roaringrhinos.com)) which detail how I run my setting. The parents sign to say that they have read and understood my policies.

Childminders have to register with the Information Commissioner under the General Data Protection Regulations (GDPR) if storing information/photographs on digital media. I need to comply with the GDPR and the EYFS welfare requirements for childminding and ensure that all confidential written records will be kept securely locked away.

I maintain a record of parent(s)' emergency contact details, the contact details of the child's GP and appropriate signed consent forms. Ofsted may request to see my records at any time.

If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parent's permission, give appropriate information to referring agencies.

I would like parents to inform me of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce or any bereavement, so that I can support your child and family through this transition.

You will also find out confidential information about me and my family during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties. No one likes to be gossiped about.

All accidents are recorded in an accident book. All serious accidents and injuries will be reported to the company providing my public liability policy, to enable a claim number to be allocated.

I use the Professional Association for Childcare and Early Years' (PACEY) public liability insurance, the total life of the policy is 21 years and 4 months to enable the child to make a claim against the policy at a later date.

If I keep records relating to individual children on my computer, I will ask for the parent's permission. The information will be securely stored to prevent viewing of the information by others with access to the computer, for example, in password-protected files.

## Roaring Rhinos E safety Policy

This policy includes: use of photographs at nursery, acceptable use policy and the use of photographs. Roaring Rhinos accepts that in the 21st Century the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting.

### Use of the internet

People are not permitted to use the internet whilst child minding services are taking place.

If a staff member wishes to access the internet for their personal use this must be at the strict request of the manager/ owner: namely Elisabeth Donovan and she must approve the specific web site that is to be accessed.

Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks.

### Use of e mail

E mail can be used by staff for work purposes from the nursery computer but only sent through the nursery's e mail account (enquiries@roaringrhinos.com).

Where a member of staff wishes to send information via the nursery e mail account they must obtain strict permission of the manager.

E mailing of personal, sensitive, confidential or classified information should be avoided and if required necessary to do so should be at the express consent of the manager. Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

### Use of photography

#### The use of photographs

#### Publishing Pupil's Images and Work

On a child's entry all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- For display in the playroom
- For my prospectus and other printed publications or displays that i may produce for promotional purposes
- For my website
- For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- For use in sharing at training events or for staff members continued education purposes, eg sharing with the local authority.

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has not been granted and all staff will be provided with this information.

## Roaring Rhinos Equal Opportunities

I give all children in my care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in my care are given the opportunity to play with all the toys (subject to health and safety with children under 3 toys). No toys are just for girls or just for boys. I try to ensure my toys reflect positive images of children and people from different cultures and with different ability's. I have toys and resources that challenge stereotypical ideas on what careers are open to men and woman. We will celebrate festivals and listen to music from around the world.

I acknowledge that no two children are the same. I believe that every child should be treated fairly; this applies no matter what they think or say, what type of family they come from, what language they speak, what their parents do whether they are girls or boys rich or poor. All children in my setting will be listened to and valued and respected.

No child in my care will be discriminated against in anyway. I act in accordance with all relevant equality legislation and guidelines relating to race, culture, gender disability or religion. I will challenge any remarks that I feel are inappropriate and take appropriate actions.

The legal framework for my practice is  
Children Acts 2004 Equality Act 2010 UN Convention of the Rights of the Child 1989, Human Rights Act 1998

I encourage the children in my care to learn more about their own culture and religions of other children. We do this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. I provide resources such as woks and chopsticks dressing up clothes and multicultural skin tone crayons and pencils.

I encourage the children to develop a healthy and respect of each other's differences and to value everyone as an individual.

I encourage parents to share with us any festivals, special occasions or artefacts which may enhance the children's learning and understanding.

I am aware that I am always learning and I am happy to engage in training or take advice from other professionals, parent and carers to enhance their child's opportunities with me.

I constantly review and update my policies to ensure and monitor my setting to ensure I am offering the best opportunities to encourage children to do the best they can. I also consult parents for their views and opinions on my setting.

I am constantly praising children through the good comment book, and reward with stickers and verbal praise where appropriate to promote each child's self-esteem.

## Roaring Rhino's Child Minding

### Uncollected Children Policy

Procedure if a child is not collected If a child is not collected within 25 minutes, of the agreed collection time, I will try calling the parents' contact numbers. Then I will try the emergency contact numbers.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers, but if I have heard nothing after 50 minutes from the original agreed collection time, I will then inform the local authority duty social worker.

I may charge an additional fee for late collection.

Childminder's name

Childminder's signature

Date Parent(s)' name

Parent(s)' signature

Date

Date policy was written 01/08/20 This policy is due for review on the following date 01/08/21.

### Roaring Rhino Lost Child Policy

The care of your child is paramount and I always have plans and risk assessments in place to ensure that they remain with me and are safe.

However on rare occasions children can become 'lost' in busy places and therefore as a responsible childminder I have written a procedure that will be followed in the unlikely event of this happening.

- I will immediately raise the alarm to all around me that I have lost a child and enlist the help of everyone to look for them
- If it is a secure area such as a shopping centre, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- I will provide everyone involved in the search with a description of the child.
- I will reassure the other children with me, as they may be distressed
- I will then alert the police and provide a full description
- I will then alert the parents of the situation
- I will inform Ofsted

I take precautions to avoid situations like this happening by implementing the following measures:

- Ensuring the children hold my hand or the pushchair whilst we are out
- Avoid going to places that are overcrowded
- On outings the children wear wristbands with my mobile number on them
- I teach the children about the dangers of wandering off and of talking to strangers