Our thoughts on what paperwork you must have, should have, and could have, to comply with Early Years Childminding regulations.
Welcome to our “Help – what paperwork do I really need?”

Guide

We have complied this guide using the Department for Education’s Early Years Foundation Stage Framework (2012) document plus information from Ofsted’s website. This guide is based on our interpretation of the Early Years regulations for childminders without assistants, registered on the Early years register providing more than just wrap around or holiday care.

“What paperwork do I really need?”

We have been asked this question by one of our members and think it should be easy to answer, but it isn’t. It would be great if either the Department for Education or Ofsted published clear guidance, but unfortunately at time of writing we have found no clear or complete answer. Given this we have developed our own list of what paperwork we believe Ofsted registered childminders must have to comply with the Early years regulations.

Additionally there are a number of EYFS requirements that can be supported through the use of paperwork. We note these requirements and suggest further documents that you could use to achieve these requirements.

A note of caution

We would love to be able to guarantee that this list is complete and accurate, however we are unable to do so. Further this guide refers only to the Early years regulations. There are other regulations such as the Childcare regulations, Heath & Safety regulations and Food regulations that may also require paperwork. Further other paperwork, such as Childminding contracts, may be necessary for the running of your business.
What the EYFS (2012) framework says about paperwork

Some childminders think that the EYFS framework now states that all paperwork should be kept to a minimum, however unfortunately this isn’t quite the case. Within the Assessment chapter, section 2.2 does states:

“...Paperwork should be limited to that which is absolutely necessary to promote children’s successful learning & development. Parents and/or carers should be kept up-to-date with their child’s progress and development”

EYFS 2012: 2.2

However this is just in reference to assessments, not the other aspects of the regulations.

The regulations do state that:

“Childminders are not required to have written policies and procedures. However they must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors) and ensure that any assistants follow them”.

EYFS 2012: 3.3

To us, unless you are very good at remembering and communicating information verbally, the best way to do this is to have your policies and procedures written down. So although childminders do not need written policies and procedures, we are including the ones stated in the EYFS framework as ‘must-haves’.
Our ‘Must-have’ written documents

The table below summaries the written documents that we feel childminders on the early years register must have to comply with early years regulations:

<table>
<thead>
<tr>
<th>Document</th>
<th>Ref.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress check at age 2</td>
<td>2.3 – 2.4</td>
<td>For age-applicable children, see our ‘Progress Check at age 2’ guide for details.</td>
</tr>
<tr>
<td>Safeguarding Children procedure</td>
<td>3.4</td>
<td>Also a requirement of the Childcare register.</td>
</tr>
<tr>
<td>Mobile phone &amp; camera policy</td>
<td>3.4</td>
<td>If not included in your Safeguarding procedure.</td>
</tr>
<tr>
<td>Sick child policy</td>
<td>3.42 – 3.43</td>
<td>With reference to how to administer medicines.</td>
</tr>
<tr>
<td>Promoting good health policy</td>
<td>3.42</td>
<td></td>
</tr>
<tr>
<td>Long-term medication &amp; treatment record</td>
<td>3.44</td>
<td></td>
</tr>
<tr>
<td>Short-term medication &amp; treatment record</td>
<td>3.44</td>
<td></td>
</tr>
<tr>
<td>All about me! sheets</td>
<td>3.45</td>
<td>To include dietary needs information.</td>
</tr>
<tr>
<td>Accident or incident record</td>
<td>3.48</td>
<td></td>
</tr>
<tr>
<td>Promoting good behaviour policy</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>Physical Intervention record</td>
<td>3.51</td>
<td>Required if you have had to use physical intervention.</td>
</tr>
<tr>
<td>Health &amp; Safety policy</td>
<td>3.53</td>
<td>Our ‘Safe &amp; clean toy policy’ and ‘Accidents/Incidents/Emergencies procedure’ cover this.</td>
</tr>
</tbody>
</table>

1 Remember the EYFS framework states that childminders do not need written policies and procedures but we feel is it most appropriate.
<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire procedure</td>
<td>3.54</td>
</tr>
<tr>
<td>Smoke-free environment policy</td>
<td>3.55</td>
</tr>
<tr>
<td>Visitor policy</td>
<td>3.61</td>
</tr>
<tr>
<td>Risk Assessment policy</td>
<td>3.63</td>
</tr>
<tr>
<td>Risk assessment record</td>
<td>3.63</td>
</tr>
<tr>
<td>Smoke-free environment policy</td>
<td>3.55</td>
</tr>
<tr>
<td>It is likely that you will want a written record although the regulations provide flexibility.</td>
<td></td>
</tr>
<tr>
<td>Outings risk assessment record</td>
<td>3.64</td>
</tr>
<tr>
<td>It is likely that you will judge a written outings risk assessment to be required for some outings.</td>
<td></td>
</tr>
<tr>
<td>Outings permission form</td>
<td>3.64</td>
</tr>
<tr>
<td>Equal Opportunities policy</td>
<td>3.66</td>
</tr>
<tr>
<td>Child record form</td>
<td>3.71</td>
</tr>
<tr>
<td>Emergency contact list</td>
<td>3.71</td>
</tr>
<tr>
<td>EYFS 2012 – A parent’s guide</td>
<td>3.72</td>
</tr>
<tr>
<td>You need to inform parents about how the EYFS is being delivered in your setting and how they can access more information about the EYFS.</td>
<td></td>
</tr>
<tr>
<td>Child not collected procedure</td>
<td>3.72</td>
</tr>
<tr>
<td>Lost child procedure</td>
<td>3.72</td>
</tr>
<tr>
<td>Special educational needs policy</td>
<td>3.72</td>
</tr>
<tr>
<td>Complaints &amp; Compliments procedure</td>
<td>3.73</td>
</tr>
<tr>
<td>Also a requirement of the Childcare register.</td>
<td></td>
</tr>
<tr>
<td>Complaints record</td>
<td>3.73</td>
</tr>
<tr>
<td>Required if a complaint is received. Also a Childcare register requirement.</td>
<td></td>
</tr>
<tr>
<td>Attendance record</td>
<td>3.75</td>
</tr>
</tbody>
</table>

A further formal assessment needs to take place at the end of the EYFS – this is the EYFS Profile. However it is very likely that the school that the child attends will complete this.
Our ‘Should-have’ written documents

There are some documents, which although not explicitly stated in the EYFS framework, can be used to support its requirements.

<table>
<thead>
<tr>
<th>Document</th>
<th>Ref</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional permissions and EYFS Assessment permissions forms</td>
<td>General</td>
<td>To support the child’s learning &amp; development</td>
</tr>
<tr>
<td>Working in partnership with parents policy</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>EYFS Observation, assessment &amp; planning procedure</td>
<td>1.4 – 2.2</td>
<td>To support the child’s learning &amp; development</td>
</tr>
<tr>
<td>My EYFS Learning Journey</td>
<td>1.4 – 2.2</td>
<td>Includes All about me!, Activity and Observation sheets</td>
</tr>
<tr>
<td>EYFS Observation, Assessment &amp; Planning record</td>
<td>1.4 – 2.2</td>
<td>To support the child’s learning &amp; development</td>
</tr>
<tr>
<td>EYFS Child’s Personal plan</td>
<td>1.4 – 2.2</td>
<td>To support the child’s learning &amp; development</td>
</tr>
<tr>
<td>Play, exploration &amp; active learning policy</td>
<td>1.4 – 2.2</td>
<td>To support the child’s learning &amp; development</td>
</tr>
<tr>
<td>Existing injuries record</td>
<td>3.4</td>
<td>To support your Safeguarding procedure</td>
</tr>
<tr>
<td>Cause for concern record</td>
<td>3.5 – 3.6</td>
<td>To support your Safeguarding procedure</td>
</tr>
<tr>
<td>Fire logbook</td>
<td>3.54</td>
<td>To support your fire procedure</td>
</tr>
<tr>
<td>Collection of children policy</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>Overnight care policy</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>Confidentiality policy</td>
<td>3.68 - 3.69</td>
<td></td>
</tr>
<tr>
<td>Daily / Weekly diary sheets &amp; Weekly activity plans</td>
<td>3.72</td>
<td>You need to make information available to parents on the range and types of activities available and the food and drink provided.</td>
</tr>
</tbody>
</table>
Achieving my potential – Self development plan

Our ‘Could-have’ written documents

Other documents that we provide can be used to enhance your practice and support the successful running of your childminding business. They may also support other regulations that you need to adhere to. Have a look through our Resources pages and pick the ones that you feel are helpful to you.

Thank you for reading this guide

We hope this guide has been useful. Details in this guide are our interpretation of what is required at time of writing (November 2012). We will update this guide as any new and relevant information is published from either the Department for Education or Ofsted.

Sources

Department for Education “Statutory Framework for the Early Years Foundation Stage”. Crown copyright, March 2012

Ofsted “Requirements for the Childcare Register: childminders and home childcarers”. Published: September 2012 ref no: 080161 Crown copyright
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