



Childminding Assistant & Volunteer Policy

At Little Wildflowers Childcare, my priority is the safety, welfare, and development of every child in my care. This policy outlines the robust procedures I follow for the recruitment, induction, and management of any childminding assistant or volunteer. It ensures compliance with Ofsted requirements, the Early Years Foundation Stage (EYFS) statutory framework, and Safer Recruitment principles.

Purpose

- To ensure children are cared for by suitable, vetted adults at all times.
- To provide a clear framework for assistants, ensuring they understand their roles, responsibilities, and boundaries.
- To maintain the quality and consistency of care provided by Little Wildflowers Childcare.
- To protect children, the childminder, the assistant, and parents by establishing clear expectations and procedures.

Scope

This policy applies to any individual aged 16 or over who is engaged to work with, or regularly volunteer alongside, the children in my care. This includes:

- Self-employed assistants engaged under a Contract for Services.
- Employees.
- Regular volunteers.

It does not apply to temporary visitors (e.g., tradespeople, who will be supervised separately) or student observers on short-term placements (who are covered by a separate Student Placement Policy).

Recruitment & Safer Recruitment

- **Mandatory Checks:** No assistant or volunteer will have unsupervised access to children until **all** of the following checks are completed, verified, and recorded:
 - A satisfactory enhanced Disclosure and Barring Service (DBS) certificate for the Child Workforce.
 - Registration with the DBS Update Service and my annual re-verification of this status.
 - Verification of identity and right to work in the UK.
 - Two satisfactory professional references. At least one will be from the candidate's most recent employer, training provider, or education setting, completed by a senior person with appropriate authority. Open references, references obtained by the applicant themselves, and references from a family member will not be accepted. Both references must be obtained and verified prior to the individual's first day working with children.
 - A signed Disqualification Declaration (including 'by association').
 - A signed Medical Fitness Declaration.

- A current Paediatric First Aid certificate (required before they can be counted in ratios). This applies equally to assistants, regular volunteers aged 17 or over, and any student or apprentice aged 16 or over who is to be counted in the adult-to-child ratios.
- **Process:** I will follow and document my process using a Safer Recruitment Record for each individual.

Induction & Training

- **Full Induction:** Every assistant or volunteer must complete a formal induction before beginning any work with children. The completed Induction Checklist must be signed by both parties and retained on file. This covers:
 - A tour of the premises, including safety equipment and emergency procedures.
 - Detailed review of all Little Wildflowers Childcare policies (Safeguarding, Health & Safety, Confidentiality, etc.).
 - Expectations for behaviour, communication, and professional conduct.
 - Practical routines (nappy changing, feeding, sleep supervision).
- **Ongoing Training:** Assistants and regular volunteers must complete or hold current training in:
 - Child Protection/Safeguarding (refreshed every 2 years).
 - Paediatric First Aid (renewed every 3 years).

Roles, Responsibilities & Supervision

- **My Role:** I remain the registered childminder and am ultimately responsible for all aspects of the provision, including the children's care, learning, and safety. I am the Designated Safeguarding Lead.
- **The Assistant's Role:** To support me in providing high-quality care. Their specific duties are outlined in their individual Contract for Services or job description.
- **Key Principles:**

I am responsible for the children in my care at all times. Assistants work under my direct supervision and I maintain overall oversight of the provision throughout the day.

I will provide ongoing support, advice, and guidance to all assistants and volunteers on safeguarding matters, and will ensure they understand the setting's safeguarding policies and procedures and have up-to-date knowledge of safeguarding issues.

I will hold regular supervision check-ins with assistants (at least termly) to discuss training needs, performance, and any concerns.
- **Sole Charge Arrangements:** A fully checked and competent assistant aged 17 or over may be left in sole charge of the children for a maximum of two hours in any single day.

Ratios & Suitability

- As the registered childminder, I am always counted in the adult-to-child ratios and hold a current Paediatric First Aid certificate. Assistants, volunteers aged 17 or over, and students or apprentices aged 16 or over may also be counted in the ratios as specified by the EYFS, provided all required checks are in place, they hold a valid Paediatric First Aid certificate, and I have assessed them as competent.
- I will continuously assess the assistant's suitability and interactions with children. If I have any concerns about their conduct or suitability, I will act immediately to remove them from contact with children and follow my Safer Recruitment record-keeping procedures.

Confidentiality & Professional Boundaries

- Assistants and volunteers must sign and adhere to my Confidentiality Policy. Information about children, families, or the setting must not be discussed outside of the professional context.
- They must adhere to my policies on the use of mobile phones, photography, and social media.
- They must maintain professional boundaries with children and families at all times.

Communication with Parents

- I will formally notify all parents in writing before an assistant begins working with their child, providing the assistant's name and confirming all checks are in place.
- I will obtain written permission from parents for their child to be cared for by the named assistant before the assistant's first day working with that child.
- Where a sole charge arrangement is planned, I will obtain separate written permission from parents before that arrangement takes place.
- Day-to-day communication with parents remains primarily my responsibility, though assistants may relay routine information under my direction.

Concerns & Disciplinary Matters

- If I have any concerns about an assistant's practice, I will address them promptly and formally, following the procedures outlined in the Contract for Services and my Disciplinary & Grievance Policy.
- Any allegation of harm against a child by an assistant will be treated as a child protection concern. I will follow my Safeguarding Policy and Procedures immediately, which includes notifying the Local Authority Designated Officer (LADO) as soon as possible and Ofsted within 24 hours.

Publication & Version History

Version	Date	Description of Change
1.0	09 Feb 2026	Initial publication
1.1	03 June 2026	EYFS 2025: references must be verified prior to first day; PFA requirement clarified to include volunteers 17+ and students/apprentices 16+ counting in ratios.
1.2	04 June 2026	Full policy review against EYFS 2025 statutory framework: sole charge arrangements added; reference quality criteria updated; ongoing safeguarding support duty added; childminder PFA confirmed in ratios; Key Principles restructured; Communication with Parents updated to include sole charge parental permission.
2.0	05 June 2026	Annual review and sign off

Next Scheduled Review: 05 June 2027

This policy is subject to ongoing revision. Minor amendments may be made between annual reviews and will be recorded in the table above.