



## “MY CHILDMINDING POLICIES”

One of the requirements of the **Minimum Standards for Childminding and Daycare** is that all registered Childminders have a range of Policies in place to ensure good practice.

The full range of Policies and Fact Sheets are available to download **FREE OF CHARGE** from the Members section of our website as part of NICMA membership once you are registered.

HOWEVER, NICMA can offer for purchase a **full pack** of 29 Policies, a template ‘Statement of Purpose’ and **NEW** Risk Assessment and Firelog Booklet for any non-members. The cost is **£25** and this will be **DEDUCTABLE** from your first year’s Membership Fee once you are registered and join NICMA. Postage and package for this full pack is **£2.00**.

✂-----

### ORDER FORM

#### 29 Policies, template ‘Statement of Purpose’ and Risk Assessment and Firelog Booklet

- I wish to pay by cheque / postal order to the value of £27.00 (inc. p&p) made payable to NICMA
- I wish to pay by credit / debit card to the value of £27.00 (inc. p&p)

To pay by credit / debit card over the telephone *(there is no need to return Order Form)*

Card No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Start Date: \_\_\_\_\_ / \_\_\_\_\_      Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Issue No: \_\_\_\_\_      Security No: \_\_\_\_\_ (last 3 digits on back of card)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_      Telephone No. \_\_\_\_\_

Return to:  
NICMA – the Childminding Association  
16-18 Mill Street  
NEWTOWNARDS  
BT23 4LU  
Telephone: 028 9181 1015

*Policies detailed overleaf*

# NICMA POLICIES

as at June 2016

Policy	Last Revision Date
1. Equal opportunities	December 2011
2. Walking Home from School	February 2015
3. Alcohol & Drugs	December 2011
4. Nappy & Toilet Training	December 2011
5. Providing Food & Drink	February 2015
6. Dealing with Medical Emergencies	February 2015
7. Health & Safety	February 2015
8. Management of Medicines	February 2015
9. Safeguarding & Child Protection	June 2016
10. Confidentiality	February 2016
11. Managing Childrens Behaviour	October 2012
12. Sickness and The Exclusion of Children who are Ill or Infectious	March 2012
13. Transport	February 2015
14. Infection Prevention & Control	March 2012
15. Pets & Animals	February 2015
16. Smoking	March 2012
17. Partnership (Participation) with Parents	April 2013
18. Caring for Children with Additional Needs	February 2015
19. Settling In	October 2012
20. ICT & Internet Safety	February 2015
21. Dealing with Complaints	September 2012
22. Intimate / Personal Care	February 2015
23. Play and Children's Participation	April 2013
24. Taking or Using Photographs and Recordings of Children	February 2015
25. Data Protection	July 2013
26. Managing Emergencies	July 2013
27. Whistleblowing	February 2015
28. Management of Records	March 2014
29. Baby / Child Sleep	October 2013
Staffing Policy <i>Guidance for childminders employing an assistant – available on request <b>ONLY</b> by emailing <a href="mailto:valerie.earney@nicma.org">valerie.earney@nicma.org</a></i>	May 2014