



Childminding Assistant & Volunteer Policy

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At Little Wildflowers, 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.
- To protect children, the childminder, the assistant, and parents by establishing clear expectations and procedures.

Scope

This policy applies to any individual aged 17 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, one of which should be relevant to 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).
- **Process:** I will follow and document my process using a Safer Recruitment Record for each individual.

Induction & Training

- **Full Induction:** Every assistant/volunteer must complete a formal induction before working with children, documented on an Induction Checklist. This covers:
 - A tour of the premises, including safety equipment and emergency procedures.
 - Detailed review of all Little Wildflowers policies (Safeguarding, Health & Safety, Confidentiality, etc.).
 - Expectations for behaviour, communication, and professional conduct.
 - Practical routines (nappy changing, feeding, sleep supervision).
- **Ongoing Training:** Assistants must complete or hold current training in:
 - Child Protection/Safeguarding (refreshed every 2 years).
 - Paediatric First Aid (renewed every 3 years).
 - I will provide opportunities for assistants to discuss training needs during our check-ins.

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. They work under my **direct supervision** at all times. Their specific duties are outlined in their individual Contract for Services or job description.
- **Key Principle:** I will **never** leave an assistant alone with children unless they are over 17, fully checked, and I have assessed them as fully competent.

Ratios & Suitability

- Assistants can only be counted in the adult-to-child ratios as specified by the EYFS once they are **over 17**, fully checked, and deemed competent by me.
- 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/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.
- 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) and Ofsted within 24 hours.