Policies and Procedures: Assistants (Including Students).

To ensure I can maintain a high standard of care whilst still offering flexibility, I will have assistants to help me. These assistants may be paid, voluntary or apprentices/students of 17 years or more.

Paid assistants will undergo training in First Aid, safeguarding, the EYFS, food hygiene and day to day routines as a minimum. Volunteers and students will undergo safeguarding and day to day routine training.

All assistants will have evidence of a fully clean DBS (formerly CRB) check, at least 2 good references and have applied for a DBS for the barn before starting working for me. Until the assistant has a clear DBS specifically for the barn, I will not leave the assistant alone. Once they have their assistant DBS through it will added to the update service.

Assistants may be left for two hours unattended and will regularly be working alone during school run time. Signed agreements (on the registration form) show that you are happy with the assistants being left during school run times, any other time the assistant will be left you will be informed via a text message. No assistant will be left alone without undergoing first aid training.

All permissions you have signed for me, will apply to any of my assistants (taking photos, changing nappies etc).

All assistants will sign to abide by all my policies and procedures, both the parental ones and staff ones. They will be required to sign a confidentiality agreement in addition to the confidentiality and data protection P and Ps.

If an assistant becomes a fully qualified childminder, you will be notified as this enables them to work alone for more than 2 hours, thus providing holiday cover.

First Written: 28th July 2014   Last Updated: 28th September 2018   Signed:

Based on section 3.9-3.12, 3.20-3.26, 2.28-3.29 of the statutory requirements.
To be read in conjunction with the following policies: Emergency Evacuation, Unexpected Closure.

		Date Reviewed	Signed