

S.I. 49 of 2016**INSTITUTE OF EARLY CHILDHOOD DEVELOPMENT
ACT***(Act 28 of 2014)***Institute of Early Childhood Development (National
Standards on Childminding Regulations), 2016**

In exercise of the powers conferred by section 28 of the Institute of Early Childhood Development Act, 2014, the Minister for Education hereby makes the following Regulations—

- | | |
|--|--|
| <p>1. These Regulations may be cited as the Institute of Early Childhood Development (National Standards on Childminding) Regulations, 2016.</p> | Citation |
| <p>2. The terms and expressions used in these regulations shall have the same meaning as the terms and expressions used in the Institute of Early Childhood Development Act.</p> | Definitions |
| <p>3. The Standards described in the Schedule of these regulations are the National Standards on childminding to which a Childminder shall abide.</p> | Nationals
Standards for
Childminding |

SCHEDULE

1. **The Childminder shall provide a learning programme to ensure activities enhance a child's learning, physical and mental development.**
- (a) **Early learning activities—**
- A Childminder shall—
- (i) plan daily routines consisting of indoor and outdoor learning and play activities, active

and quiet times for children aged four years and younger and provide them with opportunities to play alone or in groups;

- (ii) manage activities so that the child is comfortable and understands when an activity comes to an end and when another one begins; and
- (iii) plan routines such as naps, feeding and diaper changing around learning and play activities.

(b) Early learning resources

A Childminder shall —

- (i) arrange play areas and resources to stimulate play experiences;
- (ii) ensure the availability of materials and toys that allow babies and children to use their senses, move, explore and investigate;
- (iii) store learning resources in boxes to be brought out for exploration and playing at different times during the day.

(c) Monitoring of development of the child

In conducting an on-going informal monitoring of the child's progress, a Childminder shall —

- (i) pay attention to the developmental milestones of each child;
- (ii) observe each child's daily activities and progress;

- (iii) identify learning needs of each baby and child; and

- (iv) record progress on each child's development.

(d) Communication and reporting

In encouraging regular communication with parents about the child's progress, a Childminder shall —

- (i) on a weekly basis, inform the parents or guardians about the child's activities and progress (for example, progress in learning new words, movements or other activities);
- (ii) discuss with parents or guardians ways to promote the child's overall progress at home; and
- (iii) establish a network with the parents to discuss each child's progress and activities.

2. A Childminder shall have a positive, warm and responsive relationship with the child by encouraging and praising positive behaviours, and by appropriately managing behaviours that are challenging.

(a) Positive relationship

In encouraging positive adult-to-child and child-to-child interactions, a Childminder shall —

- (i) engage in play and other recreational activities as a vehicle to support active learning;

- (ii) respond to the child's needs and interact with the child in a positive way;
- (iii) observe, listen and respond to the child by encouraging the child to play and to learn;
- (iv) be a role model at all times by demonstrating positive behaviour and interactions with others; and
- (v) ensure that the child is not exposed to home activities that may be detrimental to the child or that are not age-appropriate (eg. inappropriate music, films or behaviour).

(b) Appropriate supervision and guiding behaviour

In guiding, promoting and encouraging appropriate behaviour and in discouraging inappropriate behaviour, a Childminder shall —

- (i) employ measures alternative to corporal punishment to discipline the child;
- (ii) reinforce positive and respectful behaviour through praise and encouragement;
- (iii) inculcate in the child living values for personal development;
- (iv) give the child choices so that he or she can practice self-direction, independence, and self-discipline;
- (v) build confidence and trust within the child rather than instilling fear;
- (vi) actively listen and use “I” and “we”

messages to take into account the child's feelings and body language and explain to the child how their actions affect others;

- (vii) redirect and distract the child from unacceptable activities so that child channel energies in the correct direction; and
- (viii) set limits to help the child understand boundaries in different situations.

3. A Childminder shall provide facilities and adopt practices to promote and protect the child's health.

(a) Sanitation and hygiene

A Childminder shall —

- (i) maintain a level of hygiene in the kitchen so that the child's food and milk is prepared without the risk of contamination;
- (ii) ensure adequate hygiene in bathing and toilet facilities by disinfecting the bathroom wares on a daily basis;
- (iii) maintain adequate hygiene in indoor playing and sleeping areas which are to be disinfected on a daily basis;
- (iv) change the child's bed sheets and covers at least twice a week or immediately when soiled, or whenever necessary;
- (v) ensure that each child regularly washes his or her hands with soap and running water;

- (vi) wash the child's hands before and after specific activities during the day to minimise the spread of germs and potential infections;
- (vii) encourage tooth brushing and help each child to brush their teeth;
- (viii) provide the child with a well-balanced diet to prevent caries and tooth decay;
- (ix) adopt practices to relieve teething symptoms; and
- (x) discourage saliva-sharing behaviours.

(b) Diapering

A Childminder shall—

- (i) ensure that diapering is properly practiced in order to reduce contamination and decrease the risk of the spread of illnesses;
- (ii) ensure that diaper changing occurs in an area designated for that purpose and the area is equipped with adequate supplies.

(c) First aid and medicine

A Childminder shall—

- (i) have fully a equipped first aid kit on the premises;
- (ii) have training in basic paediatric first aid;
- (iii) have a plan in place in case of accidents or in jury;

- (iv) keep a list of emergency contacts for each child in case of accidents;
- (v) display emergency numbers clearly in Childminding establishment.

(d) Administration of medication

Where the child has a chronic illness or an illness that has already been established and the administration of prescription and non-prescription medicine is required, the Childminder shall—

- (i) administer medicine as per the Childminding Services Agreement with parents and in accordance with the advice given by medical professionals;
- (ii) in case of sudden illness (e.g. fever), communicate with parents before administering medication as per the Childminding Services Agreement;
- (iii) maintain a record of medications administered; and
- (iv) ensure proper storage and labelling of medications.

(e) Health education and promotion

A Childminder, in promoting health education, shall—

- (i) have knowledge in basic child health; and
- (ii) inculcate, at an early age healthy habits and

practices (e.g. hand washing, nutrition and adequate physical activity) in each child;

4. **A Childminder shall provide appropriate nutritious snacks, meals and drinks for the child**

(a) Labelling and storage of breast milk

A Childminder shall —

- (i) ensure that breast milk is appropriately labelled; and
- (ii) ensure that breast milk is stored appropriately.

(b) Proper use of formula milk

A Childminder shall —

- (i) properly record the type of formula milk for a child who uses formula milk;
- (ii) ensure that formula milk is appropriately labelled;
- (iii) ensure that formula milk is prepared according to instructions provided;
- (iv) ensure that prepared formula milk is consumed immediately or within the specified period;
- (v) prepare and store formula milk in a dedicated area;
- (vi) discard formula milk that has not been consumed within two hours of being

prepared and which has been kept at room temperature; and

- (vii) give milk only to the child to which the milk belongs.

(c) Meal preparation

A Childminder shall —

- (i) plan and prepare a variety of meals and snacks;
- (ii) prepare food in the quantity and texture appropriate for the age and ability of the child;
- (iii) promote food safety and take measures to avoid food poisoning (for example, left-over food shall not be given to the child);
- (iv) provide access to safe, clean and boiled water for consumption;
- (v) not leave food or boiling water unattended.

(d) Meal composition

A Childminder shall —

- (i) ensure that meals and snacks are adequate, balanced and age-appropriate in portion size;
- (ii) provide menu variety with different foods, tastes, textures and colours.

(e) Meal provision

A Childminder shall —

- (i) ensure that each child is properly supervised during meal time;
- (ii) ensure that meal time procedures are followed;
- (iii) use meal times to promote good nutrition;
- (iv) properly wash and store eating and drinking utensils;
- (v) ensure that the feeding area is clean and properly arranged (e.g. lap feeding, dining table, high chairs).

(f) Drink provision

A Childminder shall —

- (i) provide adequate drinks for hydration;
- (ii) ensure that the child consumes sufficient fluids;
- (iii) avoid giving the child fluids containing low nutrient value (e.g. tea, coffee and sugary drinks).

5. A Childminder shall take necessary precautions to protect the safety of the child and the staff on the premises

(a) Environmental safety

A Childminder shall ensure that—

- (i) there is no smoking, no drug use and no other illegal activity carried out on the premises;

(ii) the childminding establishment is not on the same premises or in close proximity to a place where alcohol (e.g. “baka”, “lapire”, or other alcoholic beverage) is being manufactured, sold, used or where similar trades are carried on;

(iii) the establishment is free of pests and insects and it's subject to periodic fumigation;

(iv) domestic or other animals do not have access to areas where children are being taken care of, or where the child plays, sleeps or where food is prepared and consumed;

(v) the establishment has non-slippery floor in bathing facilities and other areas (such as verandas);

(vi) safe practices during bathing time are followed to avoid scalding with hot water, drowning, ingestion of soap, slipping in the bathtub; and

(vii) opportunities are provided for the child to learn about basic safety.

(b) Emergency plan

The Childminder shall —

(i) have a plan for emergency medical care and evacuation procedures (including routes);

(ii) ensure that all adults in the establishment are aware of the plan; and

- (iii) display emergency contact numbers in easily viewable places on the premises.

(c) Fire safety

The Childminder shall ensure that —

- (i) the location of the childminding service is on the ground and first floor of any building;
- (ii) the following features are installed —
- (aa) a fire escape;
- (bb) a baby gate leading to outdoor areas and balcony;
- (cc) any other feature that according to the Institute of Early Childhood Development is found to be necessary;
- (iii) the childminding establishment has a proper and safe escape route and fire exit;
- (iv) the childminding establishment is located at a distance from the main road to which vehicles do not have access and is located away from harmful vegetation, boulders, trees, rivers etc;
- (v) there are adequate windows and doors as well as an escape route for evacuation or access to occupiers;
- (vi) there is at least one door leading outside that can easily be opened (without burglar or security bars);

- (vii) the structural stability of the childminding establishment is adequately safeguarded to reduce the risk of fire (This includes safe cooking facilities, appropriate storage of electrical appliances and safe storage of hazardous substances;

- (viii) a fire extinguisher (dry powder or CO2 gas) is available on the premises and that staff members know how to use it;

- (ix) smoke detectors are present and checked regularly and a manual gong or bell is available;

- (x) an evacuation plan with signs indicating the evacuation route is followed by all adults in the establishment;

- (xi) drills are conducted at least every six months or whenever there are changes or additional staff, so that all adults and children are prepared to evacuate premises within three minutes;

- (xii) the assembly point designated for the purpose of an escape shall be away from the burning house, safe from flames, smoke, heat, and away from the main road.

(d) Safety during outings

To guarantee the safety of the child during planned outings, and to keep the guardians of the child informed of the intended outings and the likely whereabouts of the child, the Childminder shall —

- (i) seek proper parent authorisation prior to taking the child on an outing;
- (ii) ensure that a first aid kit is always available;
- (iii) ensure that a safe and covered transportation is available; and
- (iv) maintain a child-to-teacher ratio of 5:1 so that adequate attention can be given to each child.

6. A Childminder shall take the necessary steps to ensure that a child under his or her care is safe and well.

(a) Protection inside the establishment

In order to safeguard the child against abuse and neglect, the Childminder shall—

- (i) prevent an adult who holds a record of sexual or physical abuse to come in contact with any child in the childminding establishment;
- (ii) ensure that the child is closely supervised by a suitable adult at all times;
- (iii) after notifying the child's parent or guardian of the change, ensure that where a Childminder or his or her assistant is absent, a responsible adult cares for the child;
- (iv) ensure that there is no abuse and neglect inside the childminding establishment;
- (v) inform the parent or guardian of the child,

by telephone or when the guardian collects the child from the Childminder's care, of an accident concerning the child;

- (vi) record in a log book, incidents, injuries, bites, knocks to the head or other incidents where treatment is applied or not applied while the child is in the Childminder's care;
- (vii) report all incidents to the child's parent or guardian on the same day that it occurs and request the parent to sign the log book;
- (viii) promote good rapport with the parents so that any issue regarding the child can be discussed and resolved;
- (ix) allow Social Workers to enter the childminding establishment; and
- (x) allow parents to enter the Establishment when necessary.

(b) Protection outside establishment

The Childminder shall—

- (i) monitor and record signs of abuse and neglect which occur outside the establishment;
- (ii) report to Social Services Children Helpline of signs of suspected abuse and neglect;
- (iii) discuss concerns relevant to the child's well-being with district professionals who provide services to the family and the child (including Social Workers, the person

responsible for the District, and Community Nurses).

(d) Inclusive Early Childhood Care and Education

A Childminder in promoting inclusive early childhood care and education for the child regardless of his or her gender, culture, religion, or ability, shall —

- (i) recognise and respect the difference amongst all children and build upon their similarities and their differences;
- (ii) use strategies which promote each child's right to participate in activities;
- (iii) respond to individual abilities and needs of each child;
- (iv) provide opportunities for children with special needs to learn and engage with their peers;
- (v) record behavioural changes; and
- (vi) seek support from other resources when needed.

7. **A Childminder and an Assistant Childminder shall have adequate experience, knowledge and skills to provide quality care and learning experiences for each child.**

(a) Suitability of a Childminder

- (i) A Childminder shall be 21 years of age or over;

- (ii) A Childminder should be able to demonstrate basic literacy and numeracy skills;

(iii) A Childminder's basic physical fitness and well-being shall be certified by a medical practitioner from the Ministry responsible for Health;

(iv) A Childminder holding a record of criminal activity that could place the child's life or well-being at risk (including offences of illegal drugs, offences against morality, and offences against a person or property) shall not register as a Childminder.

(v) A Childminder shall exclusively provide Early Childhood Care and Education services in the Establishment and shall not offer other services during Childminding operating hours.

(b) Suitability of the Childminder's Assistant

(i) A Childminder's Assistant's basic physical fitness and well-being shall be certified by a medical practitioner from the Ministry responsible for Health.

(ii) A Childminder's Assistant holding a record of criminal activity that could place the child's life or well-being at risk (including offences of illegal drugs, offences against morality, and offences against a person or property) shall not work as a Childminder's Assistant.

(c) Staff and child quota

A Childminder shall —

- (i) provide a Childminding service for children aged from 3 months to 4 years old;
- (ii) not mind more than two babies or infants of 3 months to one year old;
- (iii) mind up to five children (this can include two babies of 3 months to one year old);
- (iv) have an assistant if he or she minds six to ten children; and
- (v) not exceed a quota of ten children as long as the space requirement of 2 metre square per child is met;

(d) Training

A Childminder shall —

- (i) participate in training sessions provided by the Institute of Early Childhood Development and other partner organisations;
- (ii) participate in a sensitisation programme prior to registration;
- (iii) participate in in-service training during the first two years of issuance of a certificate of registration, and at least every two years thereafter; and
- (iv) participate in specific training areas based on particular needs as and when necessary.

8. A Childminder shall ensure that the Childminding establishment is spacious enough to allow the child to play and learn in a safe and secure environment

(a) Infrastructure for operation on ground and first floor

A Childminder shall —

- (i) operate on the ground floor or on the first floor;
- (ii) ensure that a fire escape is installed;
- (iii) ensure that precautions must be made for safe movement of the child between floors; and
- (iv) ensure that there is a baby gate leading to the outdoor areas and balcony.

(b) Basic facilities

A Childminder shall —

- (i) ensure that the establishment is well ventilated and the rooms are adequately lit;
- (ii) ensure that the establishment is connected to treated water supply;
- (iii) ensure that the establishment has a storage facility containing a minimum of three days of water supply;
- (iv) ensure that a fixed telephone line is available and functional;
- (v) ensure that all kitchen appliances are safe;

- (vi) make use of electric stoves and where gas stoves are used, the cylinder shall be placed outside the establishment;
- (vii) put in place gates or other barriers to prevent the child from accessing the kitchen;
- (viii) ensure that electric outlets and cords are out of reach of children and away from water; and
- (ix) ensure that a certified electrician tests the electrical outlets, wiring and appliances every year.

(c) Indoor space and furnishings

A Childminder shall—

- (i) ensure that the total space per child is at least 2 square metres;
- (ii) ensure that indoor space consists of the designated areas where the child plays and spends most of his or her time (This does not include other areas of the establishment);
- (iii) ensure that play areas have soft flooring (mats, pillows, cushions are acceptable);
- (iv) ensure that the child has enough physical space to move and explore;
- (v) ensure that the rooms in the establishment do not have additional items that may affect the child's safety;
- (vi) ensure that there is a cot for each child below one year old;

- (vii) ensure that the establishment is equipped with child-sized furniture and that there is one chair for each child.

(d) Outdoor space

A Childminder shall—

- (i) ensure that the child has access to outdoor spaces as often as possible;
- (ii) organise outings at least once every three months;
- (iii) ensure that outdoor spaces where the child visits and plays are safe (e.g. other public outdoor places);
- (iv) ensure that outdoor spaces have soft grounds and are free of hazards; and
- (v) ensure that outdoor spaces are fenced where applicable.

9. A Childminder shall have a positive relationship with the child's family and overall community.

(a) Parents and families

A Childminder shall—

- (i) welcome parents and guardians when they bring and collect their child to and from the Childminding Establishment;
- (ii) ensure that parents and guardians have access to the establishment and talk freely to the Childminders about anything concerning their child;

- (iii) respectfully discuss differences in childrearing practices and societal values with families, and avoid aggressive confrontation especially in the presence of the child;
- (iv) communicate regularly to parents and guardians about the child's eating habits, daily activities, behavioural issues, and developmental milestones;
- (v) maintain an updated and accessible contact book consisting of parents or guardian details.

(b) Communities

A Childminder shall —

- (i) familiarise himself or herself with and make use of community facilities and programmes relevant to early childhood;
- (ii) familiarise himself or herself with and regularly interact with district officials (e.g. community health nurse, social worker, person responsible for the district, etc.);
- (iii) participate in community events relevant to childminding;

10. A Childminder shall adopt sound administrative practices

(a) Information and records

A Childminder shall —

- (i) maintain written records on each child's background containing—
 - (aa) the full name of the child;
 - (bb) the date of birth of the child;
 - (cc) the national identity number (NIN) of the child;
 - (dd) the name of the child's parents or guardians;
 - (ee) the parent's or guardian's contact information, including his or her place of residence, work and emergency phone numbers;
 - (ff) the names of designated persons who are authorised to pick up the child from the Childminding establishment;
- (ii) keep the medical history (including chronic illnesses and immunization records) for each child upon entry in to the Childminding establishment;
- (iii) maintain a logbook of accidents, injuries and illnesses;
- (iv) report any incidents to parents and maintain records (including any signs of abuse, neglect, or suspected malnutrition, etc.);
- (v) record the attendance of the child at the establishment;
- (vi) record and regularly update educational

and play activities undertaken with the child;

- (vii) record and regularly update progress, behaviour and achievements of the child;
- (viii) keep personal information and maintain records concerning the assistant containing —
 - (aa) the full name of the Childminder and assistant;
 - (bb) the age of the Childminder and assistant;
 - (cc) the national identity number (NIN) of the Childminder and assistant;
 - (dd) the years of employment of the Childminder and assistant;
 - (ee) the employment history of the Childminder and assistant;
 - (ff) the level of education of the Childminder and assistant;
 - (gg) the contact details of the Childminder and the assistant;
 - (hh) the documented professional development and trainings of the Childminder and assistant;
 - (ii) the criminal, medical and suitability check records of the Childminder and assistant.

(b) Finance

A Childminder shall—

- (i) participate in the training on budget management;
- (ii) provide receipts for collected user fees to parents;
- (iii) provide receipts for monthly remuneration to the assistant;
- (iv) maintain a basic record book with documented expenses, receipts and income; and
- (v) hold an active bank account.

(c) Childminding Services Agreement

A Childminder shall—

- (i) sign a service agreement with each parent containing—
 - (aa) the responsibilities of the parent towards the Childminder;
 - (bb) the responsibilities of the Childminder towards the parent;
 - (cc) the mutual and shared responsibilities between the Childminder and the parent;
- (ii) keep one copy of each signed agreement in the Childminding establishment for

inspection and other administrative purposes.

(d) Registration and regulation

A Childminder shall —

- (i) submit a letter of expression of interest to operate as a Childminder and a letter of reference from the person responsible for the District to the Regulator for Childminding Services (or IECD);
- (ii) submit a completed application form and a letter of reference from the person responsible for the District to the Regulator of Childminding Services (or IECD) accompanied by the following —
 - (aa) a pre-registration sensitization and training certificate;
 - (bb) a first aid certificate;
 - (cc) a medical certificate;
 - (dd) criminal record document;
 - (ee) suitability check record document;
 - (ff) copy of the National Identity Number (NIN) card;
 - (gg) copy of the bank card with details of bank name and account number;
- (iii) submit the criminal and medical records of the assistant;
- (iv) operate a childminding service only if the Institute of Early Childhood Development

(or Regulator of Childminding Service) has issued a *valid* certificate of registration as per the Institute of Early Childhood Development Act, 2014;

- (v) ensure that the certificate of registration has the relevant information (e.g. name of the Childminder, operation date, etc); and
- (vi) display the certificate of registration in a manner which is visible and accessible to both the parent or guardian and inspectors.

(e) Standards compliance

A Childminder shall —

- (i) as per the Institute of Early Childhood Development Act 2014, be subjected to inspection to determine whether the quality of service that he or she renders conforms to the national standards stated under these regulations;
- (ii) be subject to inspection at least once every six months;
- (iii) in addition to the certificate of registration, have readily available during inspection, documents such as medical and criminal records.

MADE this 15th day of July, 2016.

**MACSUZY MONDON
MINISTER OF EDUCATION**