

QUALITY SELF-ASSESSMENTS

For the purposes of Self-Assessment we'll structure the business of running a Childminding service into 3 modules, or units, each of which is sub-divided into manageable sections and sub-sections in order to produce a logical framework that is easy to understand:

CHILDMINDING SERVICES *System Structure*

Unit 1: BUSINESS MANAGEMENT:

1.1 General Administration:

- Statutory Obligations
- Insurance Arrangements
- Accounting and Finances
- Quality Assurance Accreditation Schemes
- Business Development

1.2 Organisation, Staffing & Training:

- The Registered Childminder
- Job and Person Specifications
- Assistant Staff and Other Persons in the Household
- CRB Disclosures for Persons in Contact with Children
- Vetting of Adults
- Qualifications
- Adult : Child Ratios
- Staff Training Programmes
- Monitoring Assistant Staff
- Staff Records & Portfolios

1.3 Record-keeping & Confidentiality:

- Essential Records
- Access to Records
- Retention and Security of Records
- Data Protection and Computerised Record Files
- Confidentiality of Data

1.4 Quality Assurance:

- Essential Policies & Values
- Quality Assurance Documentation
- Quality Self-Assessments
- Inspections by External Authorities
- Complaints, Compliments, Comments & Recommendations
- Continuous Quality Improvement