

Full text Draft Childminding Regulation 16

Part IV

The Childminding Service

Regulation 16 -The Childminding Service Handbook

- (1) A registered provider of a childminding service shall ensure that the written policies, procedures, statements and documents specified in Schedule 3 are in place for the service.
- (2) Schedule 3 is prescribed for the purposes of paragraph (1).
- (3) A registered provider of a childminding service shall ensure that the contents of the Childminding Service Handbook are reviewed as required.

Childminding Regulations 2024 – DCEDIY Explanatory Guidance

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Regulation 16 - The Childminding Service Handbook

This Regulation sets out that a childminder will need to develop a “Childminding Service Handbook”. This handbook will contain important information relating to the service that will help Tusla and parents understand how the childminder operates the service. A list of the contents will be provided in Schedule 3. Childminders will need to include the information on this list but can also choose to add additional information if they feel that it is relevant or useful. This handbook will need to be submitted to Tusla at registration. A childminder should amend the handbook if they make changes to any of the contents listed in Schedule 3 and then they will need to provide Tusla with an updated handbook. .

The Childminding Service Handbook will include the following policies and information:

- I. Child safety, covering: a child safeguarding statement; administration of medication; authorisation to collect children; safe sleep; details of the children (e.g. medical information) and a supervision policy.
- II. Health and safety, including: a risk assessment (including for outings); fire safety; accidents and incidents; infection control.
- III. Child development, including: internet use; positive behaviour management.
- IV. Service details, including: opening and closing times; holiday periods; how payments are managed; dealing with complaints; emergency cover; Certificate of registration; Website for the regulations.
- V. Pets, including: notifying a parent; interactions with pets.
- VI. Food and drink: including allergies; preferences; nutrition guidelines.