

## Childminders

# Self Assessment Form

Please complete this form in BLACK INK and use BLOCK CAPITALS

Care service name

Care service address

Service registration number (you will find this on your registration certificate)

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Date

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# Introduction

The Care Inspectorate is changing the way we inspect childminding services from April 2014. The emphasis of our inspection will be on the experiences a child has in your service and how you meet the individual needs of children and their carers. This approach is based on "Getting it Right for Every Child" (GIRFEC). GIRFEC is the national approach to reforming children's services to improve outcomes for children. GIRFEC is important for everyone who works with children, young people and families.

The wellbeing of all children and young people is at the heart of GIRFEC. Wellbeing is defined by eight indicators covering the key areas that are essential to help children flourish. The eight areas are the wellbeing indicators referred to as SHANARRI, and the Care Inspectorate is basing its inspection of childminding services on them. They are:

- S – Safe
- H – Healthy
- A – Achieving
- N – Nurtured
- A – Active
- R – Respected
- R – Responsible
- I – Included

Examples of how the Care Inspectorate sees the SHANARRI indicators being used within childminding services are published **here**. These are the outcomes we expect to see for children being cared for in a childminding service.

When you complete each section of your self assessment you should consider the following areas:

- What are the aims and objectives of my service?
- What everyday care and help do I provide?
- How do I know I am meeting the needs of children in my care?
- How do I plan to review and improve my service?

Further information on the GIRFEC approach and other good practice information can be found at **[www.hub.careinspectorate.com](http://www.hub.careinspectorate.com)**

In line with this new approach we have developed a new self assessment for you to complete before your inspection. It is now time for you to complete and return your self assessment before 7 April 2014. Once you have completed the form, you can save the document to your computer and then email **[cmselfa@careinspectorate.com](mailto:cmselfa@careinspectorate.com)** or click the submit button at the end of the form to send it to us.

If you experience any problems with the self assessment, please contact the National Enquiries Line who will help you resolve any issues.

Tel: **0845 600 9527** open Monday to Friday 9am-5pm

## Service user participation

Participation is defined as parents/carers and children joining in the decision making, from giving their views in a consultation through to more active involvement. The Care Inspectorate will not report separately on participation within your inspection report, but report our findings within each of the quality themes.

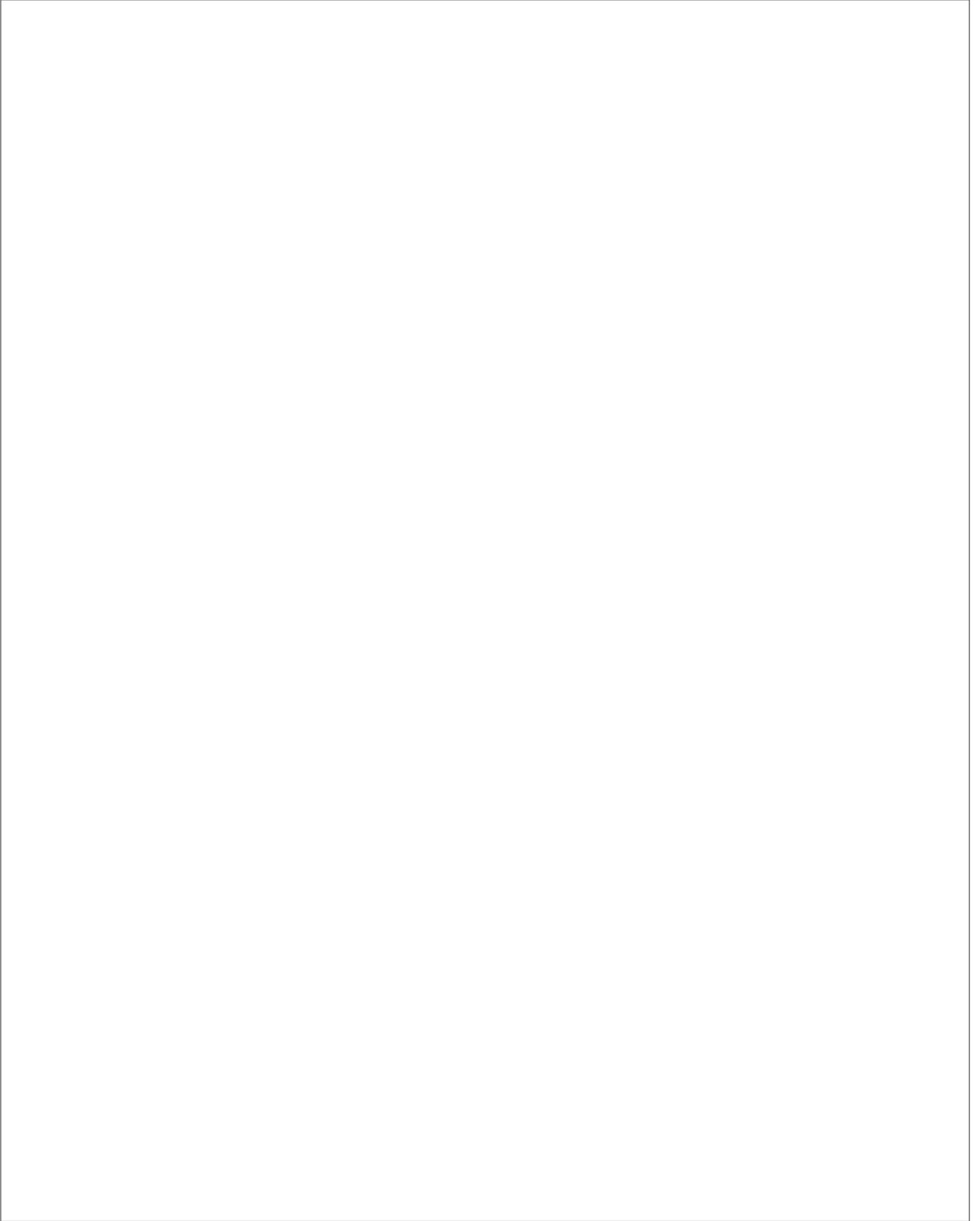
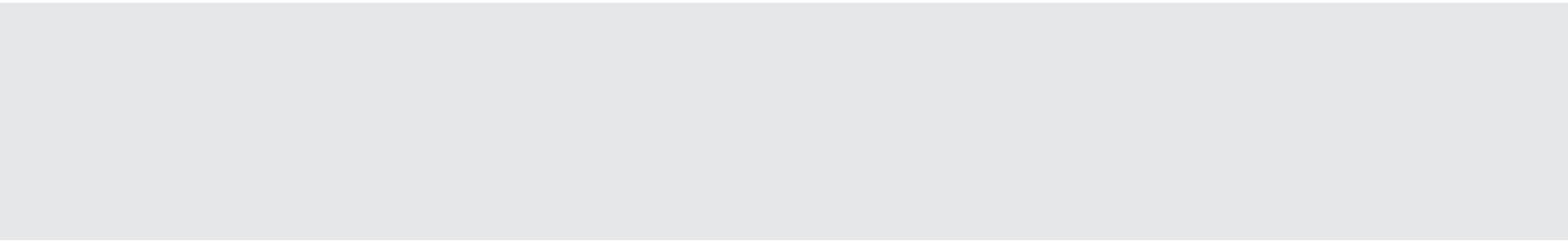
Question to consider:

- how have you used information, suggestions or comments from parents and carers, and children, to improve the service?

Think about:

- how you gain/encourage the views of parents/carers and children
- how you make sure that parents/carers and children feel respected and included
- how you gain the children's views for activities/outings during the day/week.

**Your evidence (include in this section any areas for development that you have identified):**

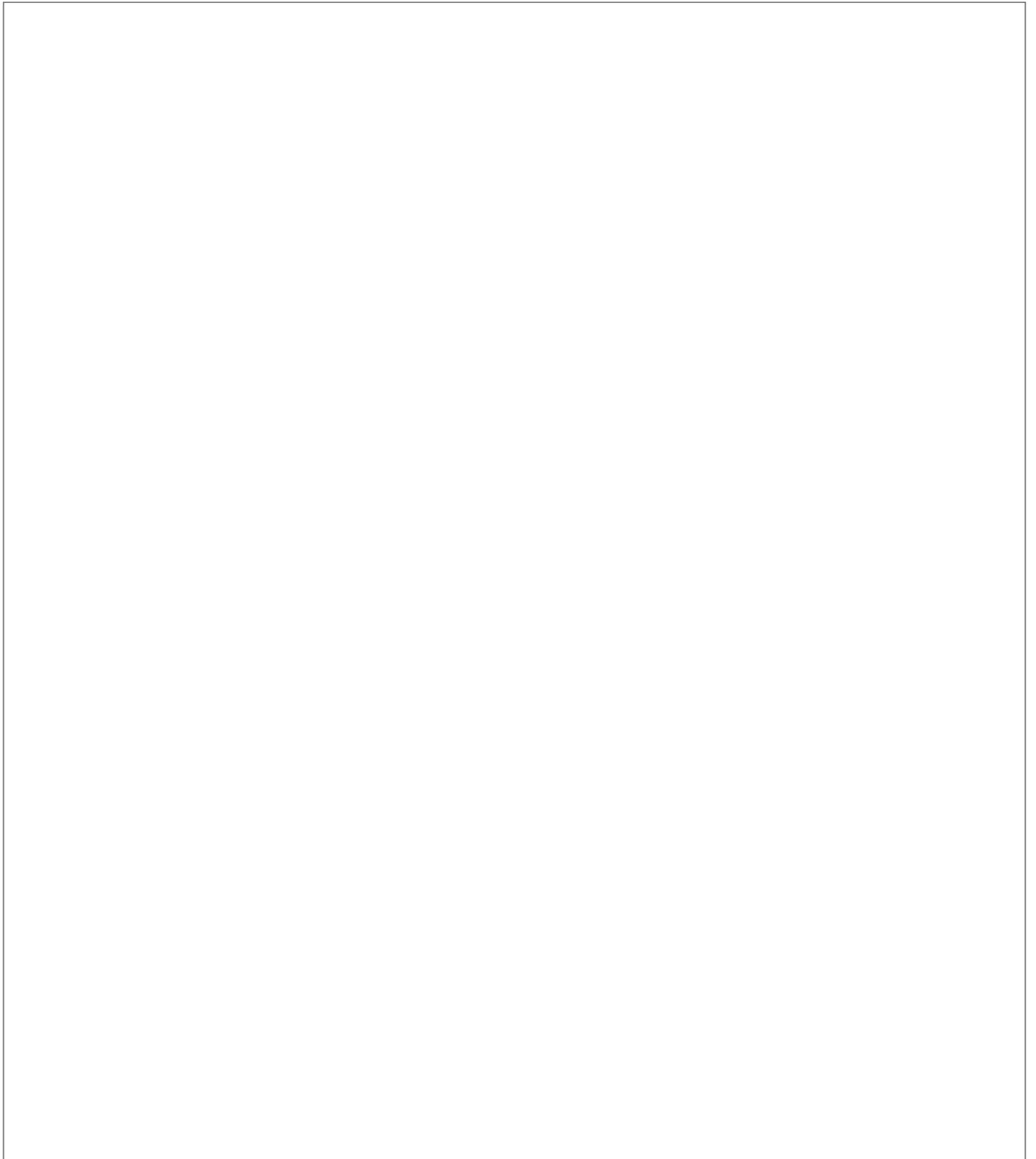


## Quality of care and support

### Consider these questions:

- How do you identify and promote children's needs and how well do you know children and their parents?
- How do you maintain the personal plans for children?
- How do you link with child's routines in the family home?
- How do you ensure that you build and maintain a trusting and supportive relationship with the child and parents?
- How do you support families through transitions eg going to nursery or school etc.
- How do you meet the nutrition needs of the children?
- How do you encourage healthy lifestyles and choice?
- How do you make sure children are protected and kept safe from abuse?
- How do you make sure that children are well equipped with the knowledge and skills they need to keep themselves safe?
- How do you promote positive behaviour?
- How do you administer medication safely?
- How do you ensure each child experiences and chooses from a balanced range of activities?

### Your evidence (include in this section any areas for development that you have identified):



**Childminder grading**

Please provide a grade for your service under this Quality Statement. Please tick one box below:

6 – Excellent    5 – Very good    4 – Good    3 – Adequate    2 – Weak    1 – Unsatisfactory

## Quality of environment

**Consider these questions:**

- How do you ensure that your children are safe and are cared for in a hygienic, smoke free, clean and tidy environment that meets their needs?
- How do you make best use of the space in the house and the outside environment?
- How do you give children a homely environment?
- How do you minimise the spread of infection?
- How do you share information about accidents and incidents with parents?

**Your evidence (include in this section any areas for development that you have identified):**

**Childminder grading**

Please provide a grade for your service under this Quality Statement. Please tick one box below:

- 6 – Excellent    5 – Very good    4 – Good    3 – Adequate    2 – Weak    1 – Unsatisfactory

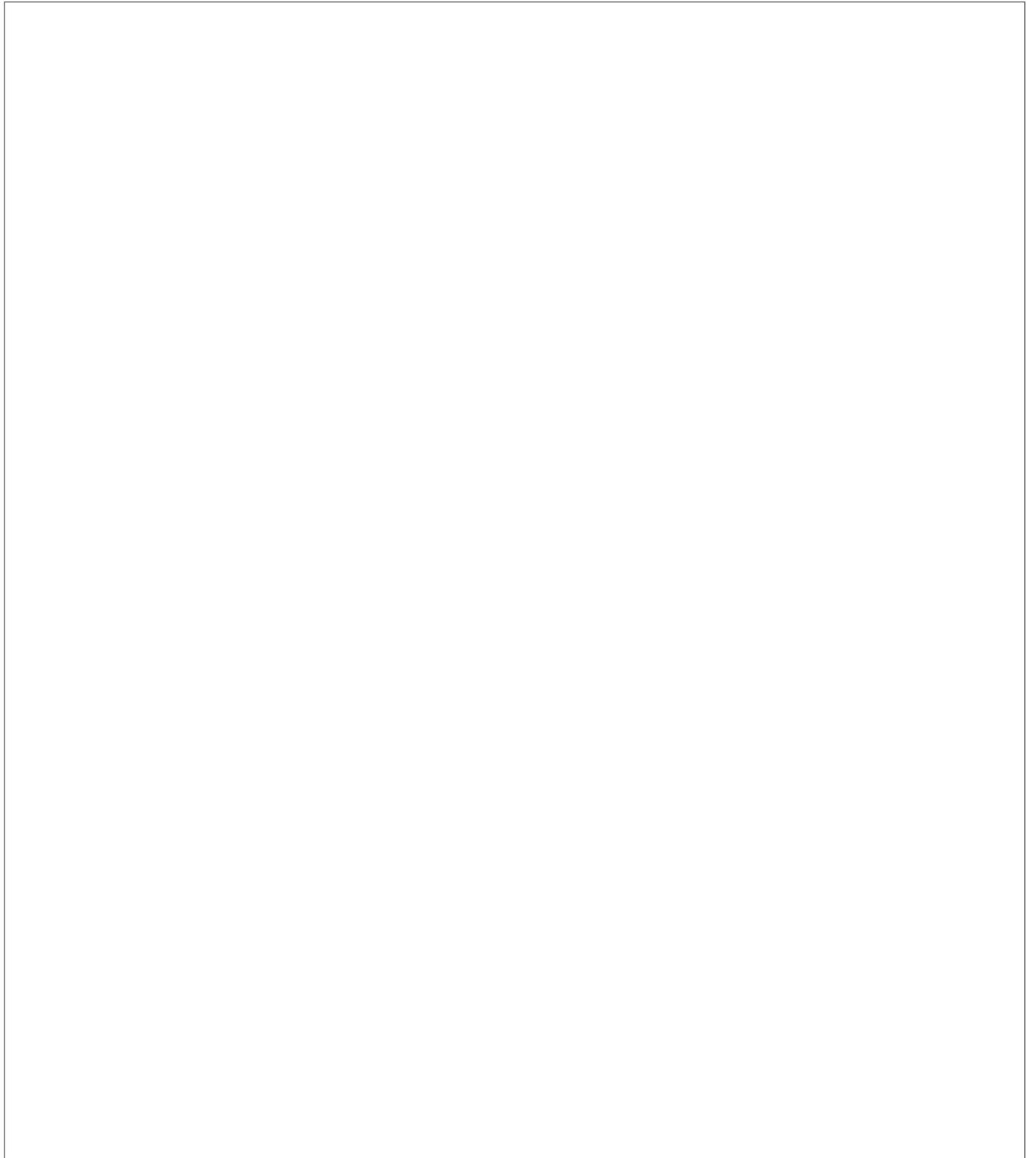
## Quality of staffing

Only complete this section if you employ an assistant in your childminding service

### Consider these questions:

- How do you safely recruit staff?
- How do you ensure your assistants meet children's needs?
- How do you encourage staff development; and carry out support and supervision?
- How do you monitor staff practice?
- How do you involve assistants in your service?

Your evidence (include in this section any areas for development that you have identified):



**Childminder grading**

Please provide a grade for your service under this Quality Statement. Please tick one box below:

- 6 – Excellent    5 – Very good    4 – Good    3 – Adequate    2 – Weak    1 – Unsatisfactory

## Quality of management and leadership

### Consider these questions:

- What improvements have you made to your service since the last inspection?
- How do you keep up to date with best practice and legislation?
- How do you identify your training needs and how do you use that to develop your service?
- How do you evaluate your service? Are parents and children involved in the evaluation – how do you do this?
- How do you seek feedback, concerns or complaints about your service?

### Your evidence (include in this section any areas for development that you have identified):

**Childminder grading**

Please provide a grade for your service under this Quality Statement. Please tick one box below:

- 6 – Excellent    5 – Very good    4 – Good    3 – Adequate    2 – Weak    1 – Unsatisfactory